

Veltech University
Department of Computer Science
Chennai, Tamil Nadu

September 12, 2025

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<div style="position: relative; min-height: 100vh;">

<div style="
position: fixed;
top: 50%;
left: 50%;
transform: translate(-50%, -50%);
z-index: -1;
opacity: 0.3;
pointer-events: none;
width: 250px;
height: 250px;
">

</div>

<div style="position: relative; z-index: 1; padding: 20px;">
Subject: Request for Leave
Respected [Manager/Principal's Name],
I hope this message finds you well. I am writing to formally request leave from [start date] to [end date]
I will ensure that all my responsibilities are managed appropriately during my absence. If needed, I am
I kindly request you to consider my application and grant me leave for the mentioned period.
Thank you for your understanding and support.
Sincerely,
Aman
[Your designation/class/ID if applicable

</div>
</div>
```