

Veltech University

Department of Computer Science
Chennai, Tamil Nadu

September 11, 2025

Subject: Request for Leave

Respected [Manager/Principal/Supervisor's Name],

I hope this message finds you well. I am writing to formally request leave from [start date] to [end date] due to [brief reason – e.g., personal reasons, medical appointment, family commitment, etc.].

I will ensure that all my responsibilities are managed during this period and will make arrangements to avoid any disruption. Kindly grant me leave for the mentioned dates.

Thank you for your understanding and support.

Sincerely,

Aman
