

**Date: 16<sup>th</sup> Feb 2024**

**To**  
**The HOD**  
**Echelon Institute of Technology**  
**Faridabad, Haryana**

**Subject –:** Application to Attending Workshop at Microsoft Office

On behalf of the **Google Developer Student Clubs (GDSC) member** at Echelon Institute of Technology, I am writing to formally request a leave of absence **16th March 2024** as I have been Selected for the opportunity to attend a developer-focused workshop titled “ AI tools for product designers ” at **Microsoft Office, Gurugram**.

This workshop is a event by Microsoft only , where we will explore the about AI , and learn about AI tools for product designing etc . I believe that attending this workshop will greatly enhance my understanding and skills in these areas, which will be beneficial for my ongoing studies and future career.

I understand the importance of maintaining my academic responsibilities and will ensure to catch up on any missed coursework or assignments during my absence. I kindly request you to grant me leave for this period.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

**Piyush Joshi**  
BCA 2<sup>nd</sup> yearGDSC  
core member