

Date: 17th Feb 2024

To
The HOD
Echelon Institute of Technology
Faridabad, Haryana

Subject –: Leave Application for Attendance at SyncDesign Event

Respected Sir,

I am writing to inform you that I was absent from classes today, 17 Feb 2024, as I was attending an event at the Microsoft Office in Noida called SyncDesign. The event focused on UI/UX design, an area directly relevant to our field of study in BCA Data Science.

Attending SyncDesign was a valuable opportunity for me to gain insights into the latest trends and practices in UI/UX design, which I believe will greatly benefit my academic and professional development. As such, I made sure to actively participate in various workshops, discussions, and networking sessions throughout the day.

I apologize for any inconvenience my absence may have caused, and I assure you that I will catch up on any missed coursework promptly. I am more than willing to provide any additional information or documentation regarding my attendance at the SyncDesign event if necessary.

Thank you for your understanding and consideration of my request.

Sincerely,
Piyush Joshi
22-BCA-DS-033