

Date:29th March 2024

To  
TheHOD  
EchelonInstituteofTechnology  
Faridabad, Haryana

Subject—: ApplicationtoAttendingWorkshopatMicrosoftOffice

Onbehalfofthe GoogleDeveloperStudentClubs (GDSC) corememberatEchelonInstituteofTechnology,Iamwriting to formally request a leave of absence 29th March 2024 as I have been Selected for the opportunity to attend a developer-focused workshop titled “De:Code” at Microsoft Office, Gurugram.

This workshop is aeventby Microsoft only , where we will explore the about AI, and learn how to identify real and AI generatedpics there.Ibelievethatattendingthis workshopwillgreatlyenhancemyunderstandingandskills in theseareas, which will be beneficial for my ongoing studies and future career.

Iunderstandtheimportanceofmaintainingmyacademicresponsibilitiesandwillensuretocatchuponanymissedcoursework or assignments during my absence. I kindly request you to grant me leave for this period.

Thankyouforconsideringmyrequest.Ilookforwardtoyourpositive response.

Sincerely,  
BABLI  
B.TECH CSE  
1st YEAR