

**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) core member** at Echelon Institute of Technology, I am writing 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 "Code without barrier" at **Microsoft Office, Noida**.

This workshop is a event by Microsoft only , where we will explore the about AI, and learn how to identify real and AI generated pics there. 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,

**MEENU**

BTECH (AI/ML) 1st year

23-cse-aiml-028