To, The HOD (Department of science and technology)

Echelon Institute of Technology Faridabad,

Haryana

Subject–:Application to Attending Workshop at Microsoft Office

Respected sir,

On Behalf Of The Google Developer Student Clubs (GDSC) at Echelon Institute of Technology, As a technical AI/ML lead, I'm Writing this application to request a leave of absence on 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 going to be organized by Microsoft. The main objective of this workshop is to make us learn about AI tools for product and UI/UX designing. 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 career. I understand the importance of maintaining my academic responsibilities and will ensure to catch upon any missed course work or assignments during my absence. I kindly request you to grant me leave for the same. Thanks For Considering Request. I will look forward for positive response.

Sincerely,

Bhavya Shingari

22-BCA-DS-011