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,

Respected Sir

I am writing to formally request a leave of absence 9th 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 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,

Bhavya Shingari

BCA data science 2nd year

GDSC core member