Date: 16th Feb 2024

To
The HOD
Echelon Institute of Technology
Faridabad, Haryana

Subject –: Application to Attending Workshop at Google Office

On behalf of the **Google Developer Student Clubs (GDSC) Lead** at Echelon Institute of Technology, I am writing to formally request a leave of absence **16th Feb 2024** as I have been Selected for the opportunity to attend a developer-focused workshop titled "Build Generative AI Applications with Google Cloud and MongoDB Atlas" at **Google Office, Signature Tower 4**

This workshop is a collaborative event between Google and MongoDB, where we will explore the integration between MongoDB Atlas and BigQuery, delve into Google Cloud's Generative AI ecosystem, and learn how to generate insights from BigQuery data using Vertex AI models and Duet AI. 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,

Sahil Ali
B. Tech 3rd year
GDSC Lead