

Vivekananda Mahavidyalaya Burdwan

To
The Principal
Vivekananda Mahavidyalaya
Burdwan

Sir,

With due respect I beg to inform you that I could not / I shall not / attend my duties from to
...../ on due to
....., you are requested to grant me leave / for the day/ for those days

With regards,

Yours faithfully,

Date :.....

Signature of the applicant