

Principal
Dhaka Imperial College
Dhaka

Subject: Early Leave.

Sir,

For your kind consideration I would like to inform you that I feel very sick/ I have an unavoidable piece of domestic business, which makes me unable to continue my classes any more.

I, therefore, pray that you would grant me leave for the remaining periods and allow me to go to my residence.

Faithfully yours,

.....
(Name)
Class:
Section:
Roll:

.....
In-charge
Building No-1/Building No-2

.....
Guide Teacher/
Section Teacher