

Principal
Dhaka Imperial College
Dhaka

Subject: Leave of absence.

Sir,

With due respect I would like to inform you the fact that I could not come to college on.....of this/last month because of
.....

In view of the reason mentioned above, I hope you would be in sympathy with my case and grant me..... days` leave of absence.

Faithfully yours,

.....

(Name)

Class:

Section:

Roll:

.....

Prof. In-charge

(Administration)

.....

Guide Teacher

.....

Father / Guardian

Mobile: