

ST. PIUS X COLLEGE, RAJAPURAM
(Govt. Aided College Affiliated to Kannur University Accredited NAAC A Grade)
APPLICATION FOR LEAVE SANCTION

From

Name :
Roll No/ Regi. No. :
Course/ Class :
Department :

Date:

To

The Principal
St. Pius X College Rajapuram

Respected Sir/Madam,

Subject: Request for Leave Sanction

I'm a ____ year/semester B. A. /B. Sc. / M. A. student with Roll No./Register No._____
from the Department of _____. I'm making this letter to
inform you that _____ (Reason). For that matter, I'm in
need of leave from the class for a duration of ____ (Number of Days.), precisely,
from_____to_____(Date(s)). Therefore, I request you to kindly grant me
leave for the above-mentioned date(s). Copy of supporting document attached herewith.

Thanking you

Yours faithfully

Student's Name and Signature

Countersigned by

Class Mentor / H. O. D.