***Form L1***

To

The Director

SIIT

Gorakhpur

**Subject: Application for Leave**

Respected,Sir/Mam,

              I beg to say that that I am suffering from ……………………………….*(headache/high fever/jaundice/stomach ache or whatever disease/problem you're suffering from)*since……………………………..(*mention the time, like- last night or two days etc)*. So, I am unable to attend the College/classtoday**…………..** from (………………..) to (………………….).

Kindly grant me leave for ……………day/days.

I shall be highly obliged in this regard.

Date……………………..

Your’s faithfully

Signature of Student

Address…………………………………………..

Mobile No.………………………………………...

 Class Teacher Sign :…………………………………...……

Name of Class Teacher:……….…………………………….

Mobile No……………………………… …………………..

Department Head/Dean Sign :………………………………

Name of Head/Dean :……………………………………….

Mobile No……………………………… …………………..