

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

To,

The Head of Department
[Department Name]
[College/University Name]
[College Address]
[City, State, ZIP Code]

Subject: Leave Application for [Specify Duration]

Dear [HOD's Name/Professor's Name],

I am [Your Name], a [Your Year, e.g., second] year BTech student in the [Your Branch] department, bearing roll number [Your Roll Number]. I am writing to formally request leave due to [briefly explain reason, e.g., medical reasons, family function, etc.].

I kindly request leave from [start date] to [end date]. I assure you that I will catch up on all the missed assignments and lectures during my absence.

Thank you for considering my request. I look forward to your favorable response.

Sincerely,

[Your Name]
[Your Roll Number]
[Your Department]
[Your Signature (if submitting a hard copy)]