

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

The [Designated Authority/Professor's Name]
[Department Name]
Indian Institute of Technology (IIT)
[Institute Address]
[City, State, Zip Code]

Subject: Leave Application

Dear [Prof./Dr. Last Name],

I am writing to formally request leave from [start date] to [end date] due to [brief reason for leave, e.g., personal matters, health issues, family obligations, etc.].

I assure you that I will make all necessary arrangements to ensure that my responsibilities are managed during my absence. I will [mention any plans to cover assignments, notify classmates, or submit outstanding work].

I hope for your kind consideration and look forward to your understanding.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Student ID]
[Your Program/Year]