

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

The Head of Department
[Department Name]
Kerala Technological University
[University Address]
[City, State, Zip Code]

Subject: Leave Application

Dear [Recipient's Name],

I am writing to formally request leave from [start date] to [end date] due to [brief reason for leave].

I have ensured that my current responsibilities are managed during my absence, and I have briefed [Colleague's Name] to handle any urgent matters. I will also be available via [phone/email] should any critical issues arise.

Thank you for considering my request. I hope for your approval.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Student ID/ Roll Number]

[Course/Year]