

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

The Dean/Head of Department
Lucknow University
[Department Name]
[University Address]
[City, State, Zip Code]

Subject: Leave Application

Dear [Dean/Head's Name],

I am [Your Name], a [Your Year, e.g., second-year] student of [Your Course/Program, e.g., BA English] bearing roll number [Your Roll Number]. I am writing to formally request leave of absence for [number of days] from [start date] to [end date] due to [reason, e.g., medical reasons, family commitment, etc.].

I understand the importance of attending classes and assure you that I will catch up on all missed assignments and lectures.

Thank you for considering my application. I look forward to your positive response.

Yours sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Roll Number]

[Your Course/Program]