

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

The Principal,
Jawaharlal Nehru Technological University,
[University Address]
[City, State, Zip Code]

Subject: Leave Application

Respected Sir/Madam,

I am [Your Name], a [Your Year/Program, e.g., 3rd year Computer Science] student at JNTU, bearing roll number [Your Roll Number]. I am writing to formally request leave of absence from [Start Date] to [End Date] due to [brief reason, e.g., a personal health issue, family commitment].

I assure you that I will make sure to cover all the missed lectures and assignments during my absence. I kindly request you to grant me leave during this period.

Thank you for your understanding and support.

Sincerely,

[Your Signature (if submitting a hard copy)]

[Your Name]

[Your Roll Number]