

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

The Head of Department
[Department Name]

Ujjain University
[University Address]
[City, State, Zip Code]

Subject: Leave Application

Dear [Head of Department's Name],

I am writing to formally request leave from [start date] to [end date] due to [reason for leave, e.g., medical reasons, personal matters, family emergencies, etc.].

I assure you that I have made arrangements to keep up with my coursework and responsibilities during my absence. [Optional: You can mention any specific arrangements, like notifying classmates, submitting assignments early, etc.].

I hope for your understanding and request your approval for this leave.

Thank you for considering my request.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Roll Number/Student ID]

[Course Name/Program]