***Form L2***

To

The Director

SIIT

Gorakhpur

**Subject: Application for Half day Leave**

Respected Sir/Mam,

I beg to say that I am student of ......................................….*(Course)* ……………………………..(*Branch).*I have a urgent work at home due to this unable to attend the College/classtoday**………………………………………………………….………..** *(date.)*

Kindly grant me leave for Half day.

I shall be highly obliged in this regard.

Date……………………..

Your’s faithfully

Signature of Student

Address…………………………………………..

Mobile No.………………………………………..

Parent`s contact no. ……………………………...

Department Head/Dean Sign :………………………………

Name of Head/Dean :……………………………………….

Mobile No……………………………… …………………..