***Form L3***

To

The Director

SIIT

Gorakhpur

**Subject: Application for Leave from Hostel**

Respected,Sir/Mam,

              I beg to say that that I have ……………………………………………………….*(reason of leave)* ……………………………..(*mention the time/date)*. So, I am unable to attend the College/classtoday**…………..** from (………………..) to (………………….).

Kindly grant me leave for ……………day/days.

I shall be highly obliged in this regard.

Date……………………..

Your’s faithfully

Signature of Student

Address…………………………………………..

Mobile No.………………………………………...

 Warden Sign :…………………………………...……

 Name of Warden:……….…………………………….

 Mobile No……………………………… ………..…..

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

Name of Head/Dean :……………………………………….

Mobile No……………………………… …………………..