

The Principal,
Zakir Husain P.G. (Eve.) College,
New Delhi-110002

Sir,

I, _____ (Name) can/could not meet my students on
_____, from _____ to _____ on account
of _____ (Reasons).

I may please be granted _____ (kind of leave) for
_____ days with permission to leave station.

Thanking you,

Yours faithfully,

Signature with date
Department of _____