

LEAVE APPLICATION

To,

The Principal,

J.P Institute of technology

Biyabani , Biharsharif , Nalanda-803101

Date :

Through ,

The Head of Department

Subject- Application For Leave for_____

Dear Sir/Madam,

I _____ student of _____ Branch
, having Roll No _____. I would like to bring to your kind attention that due to -
_____ I will unable to come to College From Date _____ to
_____. I request you to kindly provide me with leave for _____Days from date
_____ to _____ I shall be grateful.

Thanking You.

Yours obediently

J. P. INSTITUTE OF TECHNOLOGY

GATE PASS FOR STUDENT

Sr. No. :

Date :

Mr. / Miss :

Branch : Semester :..... Roll No.

Contact No. (Parent) Is allowed to go out to the reason

..... Timeout / Dated : to

.....|

Signature of HOD

Signature of Principal