

Application for Leave (Students)

To,
Mentor
EN Department
KIET, GZB

Date: _____
Time: _____

Subject: Request for Leave

Sir,

I, _____ student of Electrical & Electronics Engineering semester _____ residing in _____ (College Hostel/PVT. Hostel Name), would request you to kindly permit me to visit my local Guardian/Parent at the below mentioned address from (Date) _____ to (Date) _____. The SMS has been forwarded by parent, the registered number is _____.

Local Guardian/ Parent Address:-

Ticket Detail (If any) _____

For Office use only

SMS has been received on date _____ at time _____ from the parent's registered number.

(Mentor)

Permission granted/ rejected

HOD: _____