



**RAJAGIRI VISWAJYOTHI**  
**COLLEGE OF ARTS AND APPLIED SCIENCES**  
**VENGOOR , PERUMBAVOOR KERALA- 683546**

APPLICATION FOR LEAVE SANCTION

From : Date :  
Name :  
Roll No/ Regi. No. :  
Course/ Class :  
Department :

To  
The Principal  
Rajagiri Viswajyothi College of Arts and Applied Sciences,  
Vengoor, Perumbavoor

Respected Sir/Madam,

Subject: Request for Leave Sanction

I'm a \_\_\_\_\_ year/semester B. A. /B. Sc. / B. Com /BBA /BCA /BSW student with Roll No./Register No. \_\_\_\_\_ from the Department of \_\_\_\_\_. I'm making this letter to inform you that \_\_\_\_\_ (Reason). For that matter, I'm in need of leave from the class for a duration of \_\_\_\_ (Number of Days.), precisely, from \_\_\_\_\_ to \_\_\_\_ (Date(s)). Therefore, I request you to kindly grant me leave for the above-mentioned date(s). Copy of supporting document attached herewith.

Thanking you

Yours faithfully

Student's Name and Signature

Countersigned by

Class Mentor / H. O. D.