Date: 1 June 2026

To,
The Principal
St. Joseph's College of Commerce

Subject: Request for leave from 10 June 2026 to 12 June 2026

Respected Sir/Madam,

I am Neha Gupta, a student of B.Com, second year (Roll No. B23-114). I request leave for three days, from 10 June 2026 to 12 June 2026, to attend my cousin's wedding in Lucknow.

I will collect the notes for the lectures I miss and complete any assignments due in this period. Please let me know if I need to submit anything in advance.

Kindly grant me leave for the above dates.

Yours sincerely,

Neha Gupta
B.Com, second year, Roll No. B23-114
+91 98450 12345