

To

The principal

Gyanveer collage

Bhopal [m.p.]

Subject – an application for **seven day** leave

Respected sir

Most respectfully I beg to state that my name is

.....I am the student of del ed first

Year in your college . **my cousin's marriage is**

scheduled take to place next week so i want

attend marriage so I can not come to collage

from to

Kindly grant me leave for seven day

Date

your obediently

.....

.....

To

The principal

Gyanveer collage

Bhopal [m.p.]

Subject – an application for **seven day** leave

Respected sir

Most respectfully I beg to state that my name is

.....

I am the student of deleted first

Year in your collage . **I am suffering from fever since**

Last night so I can not come to collage

from to

Kindly grant me leave for seven day

Date

your obediently

.....

.....

To

The Principal

Gyanveer College, Bhopal [M.P.]

Subject: Request for permission for an educational tour

Respected Sir,

Most respectfully, I am a student of D.El.Ed. First Year. On behalf of my class, I request your permission to organize a one-day educational tour to **[Place Name]** on **[Date]**.

This trip is closely related to our studies and will provide great practical learning. Our class teacher has agreed to accompany us, and we promise to maintain perfect discipline. [\[1\]](#)

Kindly grant us permission for this tour. [\[1\]](#)

Thanking you

. Yours obediently,

[Your Name]

D.El.Ed. First Year

Roll No: **[Your Roll Number]**

Date: [Current Date]

