

**Leave Application from**

**Date …………………………………………………..............**

**Ask permission.....................................................................................................................................................................**

**Dear Advisor and subject teacher**

**With me (Mr., Miss) ...............................................................................................................................**

**Student number .....................................................Faculty........................................... Major..........................................**

**Unable to come to school as usual because (If you are sick, Medical certificate is required.)**

**……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………..**

**So,** **I asked for permission to leave...................................................................................................**

**From Date: .............................................................. To** **Date: ......................................................... Total ........... days**

**When the maturity is over, I will come to study as usual.**

**Please be informed accordingly. With great respect**

**..........................................................**

**(................................................................)**

**Student**

**Student number ................................................**

**I certify that the contents of my letter (Mr. / Ms)………………………………………………………** **Is true in all respects**

**.................................................. Lecturer, Consultant**

**.................................................... Subject Teacher**

**Note: Students must send a letter of leave to their instructor immediately. Otherwise, they will be considered absent and will affect the conduct score.**