**To,**

 **The Principal**

Chanchal B.Ed College,

Kanua, Isadpur,Chanchal

Malda, 732123 Date :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Sub : Application for Leave C.L./M.L.**

Respected Sir,

 With due respect I beg to state that, myself …………………………………………………………….

***Asst. Prof.*** of your institution. Due to my some problem / treatment I can’t able to attend this college on / from ……………………………to ………………………………….. for ………. day .

 Therefore I shall be highly obliged if you kindly grant my leave.

 Thanking You

 Yours faithfully,

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