**To,**

**The Secretary**

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 …………………………………………………….

***Principal*** 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,

,