**To,**

Principal/T.I.C/H.O.D/A.H.

Chanchal Teachers’ Training College,

Kanua, Isadpur,Chanchal

Malda, 732123

Date:- ………………

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

Sir,

With due respect I beg to state that myself **…………………………………………………………………., ………………………………………………………………………………………………………………………………………………..**ofyour institution. Due to my some problem I can’t able to attend this college on …………………………….to…………………………. ………….days

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

Thanking You .

Yours faithfully