

Date:

To,
The Studio-X Co-coordinator,
Indubhai Parekh School of Architecture,
Rajkot

Sub.: Request regarding leave

Name: _____

Thesis Topic: _____

Respected Sir/madam,

I request you to sanction my leave from Dt. _____ to Dt. _____ for
_____ days.

Purpose of leave *: _____

(Student)

Guide **

(Studio co-ordinator)

* Attach the copy of Permission Letter/Ticket.

** If signature is not possible the student must take on email permission & attach email copy.