To
The Director
Institute of Business Administration (IBA)
University of the Punjab
Lahore.

Subject: Application for Leave.

Respected Sir,

It is submitted that I am student of this institute and my particulars are as under:-

Name: _______________________________________________________
Roll No. ___________________ Program _________________________
Session ___________________ Semester _________________________
Contact No. ___________________ E-mail _________________________

I can/could not attend the classes for the period from _____________ to _____________ due to the reason mentioned below:-

Reason ______________________________________________________________________
______________________________________________________________________________

Attachment:
- Medical Certificate (in case of medical reason) attached: Yes/No
- Documented Evidence (in case of other reason) attached: Yes/No

It is, therefore, requested that I may be allowed leave of _________ day(s) for the period from _____________ to _____________.

Yours Obediently,

Student’s Signature__________________________
Date ________________________________

(For Office Use) Diary No. ____________ Date ____________

Remarks of Dealing Official:-

Assistant Registrar:-

Recommendation of EPAC :- Recommended/Not Recommended

Incharge Evening Program:-

Director-IBA:-

________________________________________________________
Cc:
The Teacher(s) Concerned.