

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 the Teacher Incharge:-

Director-IBA:-

Cc:

The Teacher(s) Concerned.