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.