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College Leave Letter

Letters.org

**Introduction**

This type of leave letter is written when we are studying in a college. Through this letter, you can formally inform the concerned person regarding your absence in college also mentioning the reason for the same.

It can be either your ill health, attending a function or any other reason. It should be your moral duty as a student to inform about your leaves to the concerned person.

**College Leave Letter Tips**

Few tips should be noted to write an effective college leave letter:

* Firstly it is vital to state the reason of your inability to attend college for a specified period of time.
* The letter should be written with sheer sincerity and genuinity
* You must enclose documents supporting your fact.
* Tone and content of the letter should be formal and polite
* Once you are through writing the letter, please recheck the same for spelling mistakes or punctuation errors.

Sample College Leave Letter

From,

Peter Francis

MA (Psychology)

St. Xavier’s College

Florida

Date (Date on which letter is written)

To,

Mr. Samuel Joseph

Vice Principal

St. Xavier’s College

Sub: Leave application

Respected Mr. Joseph,

I am Peter Francis doing MA (Psychology) final year from your college bearing roll number 564321. I am very sorry to inform you that my grandfather passed away last night due to heart attack. We need to take the dead body for the funeral and the presence of all the family members is a must. Post that, we have to do lot of rituals for the peace of his soul.

I hope you will sympathize with me at this point of time and grant me leaves for two weeks starting from 5th September to 19th September. I assure you, after joining back I will study harder to get good marks in my final year examination and will come in the list of toppers.

Thanking you,

Yours faithfully’

Peter Francis

# College Leave Letter Template

# From,

# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Date (Date on which letter is written)

# To,

# \_\_\_\_\_\_\_\_\_\_\_\_\_

# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Sub:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Respected \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

# I would like to bring to your kind attention that my name is \_\_\_\_\_\_\_\_\_ and I am studying \_\_\_\_\_\_\_\_\_\_ in your college. My roll no. is \_\_\_\_\_\_\_\_\_\_\_\_\_\_. I am really very sorry to inform you that after a prolonged illness, my \_\_\_\_\_\_\_\_\_\_\_\_\_\_ died \_\_\_\_\_\_\_\_\_\_\_\_. I would be needed to present at the funeral and is required to do rituals for the peace of \_\_\_\_\_\_\_\_\_\_\_ soul.

# Considering my situation, I request you to grant me leaves for \_\_\_\_\_\_\_\_\_\_ days starting from \_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_. I hope you understand.

# Thanking you,

# Yours Faithfully’

# (\_\_\_\_\_\_\_\_\_\_\_\_)

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