

Letters.org

COLLEGE LEAVE LETTER

Included:

Introduction

College Leave Letter Tips

Sample College Leave Letter

College Leave Letter Template

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'

(_____)

Disclaimer

The author and publisher of this Ebook and the accompanying materials have used their best efforts in preparing this Ebook. The author and publisher make no representation or warranties with respect to the accuracy, applicability, fitness, or completeness of the contents of this Ebook. The information contained in this Ebook is strictly for educational purposes. Therefore, if you wish to apply ideas contained in this Ebook, you are taking full responsibility for your actions.

The author and publisher disclaim any warranties (express or implied), merchantability, or fitness for any particular purpose. The author and publisher shall in no event be held liable to any party for any direct, indirect, punitive, special, incidental or other consequential damages arising directly or indirectly from any use of this material, which is provided “as is”, and without warranties.

The author and publisher do not warrant the performance, effectiveness or applicability of any sites listed or linked to in this Ebook.

All links are for information purposes only and are not warranted for content, accuracy or any other implied or explicit purpose.

No part of this may be copied, sold, or used in any way other than what is outlined within this Ebook under any circumstances without express permission from www.letters.org