

**Savitribai Phule Pune University**  
**Department of Physics**  
Ganeshkhind,Pune-411007

To,  
The Registrar  
(Administration-Teaching)  
Savitribai Phule Pune University

Sir,

This is to request you to grant me the following type of leave for  
..... Days from ..... to .....

(Reason.....)

1. Earned Leave

2. Medical Leave

3. Vacation Leave

Thanking you,

Yours sincerely,

Signature : .....

Name : .....

Designation : .....

Forwarded through :

**Head,**  
Department of Physics