



OFFICE OF THE PRINCIPAL
KALINGA COLLEGE OF COMMERCE, BHUBANESWAR

Affiliated to Utkal University
Plot No: 1038, Baligundi, Balianata, Ph. No: 0674-2343791
Email: kcc05bbsr@gmail.com/principal@kalingacollege.ac.in

To

The Principal,
Kalinga College of Commerce,
Bhubaneswar.

(Sub: Leave Application)

Respected Sir,

I Mr./Miss/Mrs.
a lecturer/Staff of your institution would like to convey you that I will remain
absent from Dt..... to.....for which I need your candid
permission.

I therefore request you to grant me the above days as leave for which I shall be
highly thankful to you.

Thanking You
Yours Sincerely,

Reason of C.L/E.L

Address at the time of leave.....

.....
Contact No.

(Signature with Date)

Name:

Designation:

Office Remark