



# Directorate of Defence Academy

West Bengal, North 24 Parganas, Barasat, Duttapukur Contact No- +91 92310 79444(AMD)

+91 90882 16844(ASD) Email ID.- cadet.training.academy@gmail.com

**Date :**

## Application for Leave of Absence

To,

The President or Vs. President

Respected Sir/Madam,

I am \_\_\_\_\_ (Name) \_\_\_\_\_, Regimental No - \_\_\_\_\_,  
Ground Code - \_\_\_\_\_ a student of Ground \_\_\_\_\_. I am unable to  
attend Class from \_\_\_\_\_ to \_\_\_\_\_ for \_\_\_\_\_ (Days) \_\_\_\_\_ Classes due to  
[reason of \_\_\_\_\_ (Full Details Reason Write) \_\_\_\_\_].

I kindly request you to grant me leave for the mentioned period. I assure you that I will cover up the missed lessons.

Thank you for your understanding.

Yours obediently,

You're Name :  
Regiment No :  
Session :  
Ground Name :  
Ground Code :  
Contact No :  
Guardian Contact No :

\_\_\_\_\_  
Signature of Academy  
President & Vs. President

\_\_\_\_\_  
Guardian Signature

\_\_\_\_\_  
Applicant Signature