



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 :

Requesting Grant my Absent Letter

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 Absent Letter 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