

Date:

To,

Deputy Secretary (BSR)
University Grants Commission
Bahadur Shah Zafar Marg
New Delhi 110 002

Subject: Request for leave during the UGC- Dr. D. S. Kothari Postdoctoral Fellowship

Dear Sir/Madam:

I *NAME* joined the *DEPARTMENT_NAME*, *UNIVERSITY_ADDRESS* under the mentorship of Dr/Prof *MENTOR_NAME* on Month Date, Year. Please find below details regarding my fellowship for your reference.

1. Application number :
2. DSKPDF award letter number with date :
3. Selection list number :
4. Tenure of leave (in days) :

REASON FOR LEAVE. In view of this, I am requesting you; kindly grant me the leave starting from **MONTH DATE, YEAR** up to **MONTH DATE, YEAR**. (*e.g. March 02, 2015 up to June 15, 2015*).

Thanking you,

Yours sincerely,

NAME (DSK Fellow)

Forwarded through

Signature
Name
Date
(Mentor)

Signature
Name
Date
(Head of Dept.)

Signature
Name
Date
(Registrar/Director)
Seal of University/Institution