

M. L. S. M. COLLEGE, DARBHANGA

(A CONSTITUENT UNIT OF L. N. MITHILA UNIVERSITY, DARBHANGA)

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Letter no.....

Dated.....

Sample Relieving Request Letter

To

The Principal

MLSM College, Darbhanga, Bihar

Affiliated Under LNM University, Darbhanga, Bihar

Subject: Application for Relieving to Attend FIP/Event/Refresher Programme

Respected Sir, I, Dr. XYZ, Assistant/Associate Professor from the Department of ABCD, respectfully request to be relieved from my regular college duties in order to attend the upcoming FIP/Event/Refresher Course/Programme scheduled from **XX December 20XX to XX January 20XX** (mention exact dates).

This programme is essential for my academic and professional development, and I assure you that I will resume my duties immediately upon completion. I kindly request you to grant me the necessary relieving order so that I may participate in the programme without any administrative hindrance.

I shall remain grateful for your kind consideration.

Thanking you in anticipation.

Regards,

Dr. XYZ MLSM College, Darbhanga, Bihar

Affiliated Under LNM University, Darbhanga, Bihar

Department of ABCD

Assistant/Associate Professor

Ph. No.: +91-97654-32100

Note: Attach the official nomination letter/invitation/confirmation from the organizing committee of the FIP/Event/Refresher Programme.