



Permission Letter for Leave

International College
Chiang Mai Rajabhat University
202 Changpuek Road,
Muang District
Chiang Mai 50300
Thailand

Date _____

Subject: **Student Absence Request**

Dear Mr./Miss/Ms. _____

I am (Mr./Mrs./Miss) _____

Student ID _____. I am a _____ year undergraduate student
and majoring in _____ at _____

Exchange student from _____

Address: _____

Tel: _____ E-mail _____

Hereby request a leave for Sick Leave _____

Duty / Personal business _____

Other _____

For _____ days, from (date) _____ to (date) _____

After that period, I confirm that I will be back to study.

Best regards,

(_____)

Recommendation of Parent/Guardian

Advisor's comments

I am (Mr./Mrs./Miss) _____

The Guardian of (Mr./Mrs./Miss) _____

Tel: _____

The above statement is truly certified.

Signature _____

Signature _____

(_____)

(_____)

_____/_____/_____

_____/_____/_____

**Remarks

- Please attach medical certificate or recommendation letter of parent/guardian for sick leave.
- Please attach the official documents for official duty.