To, date 08-01-2013

The executive engineer

C C D -1, Chandigarh

SECTOR -7 B

Subject: casual leave for one day

Sir,

Respectfully I unable to attend the office tomorrow, so grant me one day casual leave on date 09-01-2013. Because urgent work in my home.

Thanking you

Yours faithfully

Layak ram rana

J.E, cpwd