

BCS Assignment-Application Letter

Name:Harsh Baheti

Div:A

Roll no:SECOA112

23 November,2020.

To,

The Principal

Pimpri Chinchwad College Of Engineering,Pune
Aakurdi Railway Station,

Nigadi,Pune.

411044

Subject: Application for Sick leave

Most respectfully, I am not in a condition to come to the College since I am suffering from fever. I have been prescribed by our family doctor o take proper rest for at least 4 days. Hence, kindly grant me leave from 23/11/2020to 27/11/2020. I shall be really grateful to you.

Thanking you,

Yours obediently,

Harsh Baheti,

Computer Dept. ,

SECOA112.