

To,

MIS NODAL OFFICER
IGKV RAIPUR (CG)

Subject: Leave Application for 18th August 2025

Respected Sir,

Due to a personal family engagement, I could not attend the office on **18th August 2025**. I therefore request your approval for leave on that day. Kindly grant me leave for the mentioned dates.

Thanking you.

Sincerely,

Bhupesh Kumar Sahu

(Software Developer)