Dear Prachee,

I am Tarun Kumar Chintala, working as a Program Analytical Trainee in Cognizant. My sister is getting married at the end of this month. As I need to attend the marriage, I request you to process my leave which is of 3 days from 26th Feb 2020 to 28th Feb 2020. I will be available on mobile if my presence is needed.

Thanks and Regards

Tarun kumar Chintala,

895170.