

# LEAVE REQUEST LETTER

Date: 15 August 2019

**FROM**

Chandreyi Chowdhury,  
Ladies Hostel Block B,  
VIT,  
Vellore.

**TO**

The Chief Warden,  
Ladies Hostel Block B,  
VIT,  
Vellore.

***Respected Madam,***

I would like to kindly request you to permit me to take leave for four days from 21<sup>st</sup> August 2019 to 25<sup>th</sup> August 2019 as I have to visit my sick grandmother. I have attached my train ticket for reference.

Hope you will take my request into consideration.

**Thanking you,**

Yours sincerely,

**Chandreyi Chowdhury**

