Pratical-2

EMAIL WRITING

To,

The Principal,

Nagindas Khandwala College

Date: 25 Jan,2022

Subject: Application for going out of the station.

Respected Sir/ Madam,

I beg to state that. I am a student of FYCS 1st year class at your school. I have my cousin’s marriage to attend which is scheduled in Delhi. Therefore , I am unable to attend college from 27 Jan,2022 to 1 Feb,2022. I request you to kindly grant me leave for 4 days so that I can attend my family function. I shall be really thankful to you.

Thanking you,

Yours Obediently,

Dev Ukirde

1st year FYCS batch

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