





PRACTICAL NO 4 :- EMAIL



1 of 10

An application for 3 days leave due to fever.





73_FYIT_DEV
to ashok.sanghvi.as ▾

4:50 PM (0 minutes ago) ☆ ↩ ⋮

Respected,
Sir/Mam

With due respect, I want to state that I have been suffering from fever since, last night.
So, I cannot come to college. My family doctor adviced me to take rest.
Therefore, I requested you to grant me leave for atleast three days. My leave starts from (12/3/2021 -- 15/3/2021).

I will be greatful to you for the same.

Your's obediently
Dev Sanghvi (73)
Class:- FYBSC-IT
