

Aditya Pawar

FYIT 107

- Steps for sending an E-mail –
 - ❖ Make sure you have an appropriate email id.
 - ❖ On your device, go to Gmail.
 - ❖ Click on “Compose”
 - ❖ In the ‘To’ field add recipients.
 - ❖ Add subject
 - ❖ Write your Message
 - ❖ And in the bottom of the page “click Send”.
 - ❖ You can check your mail in the “sent” option available there

6:52 PM

... 0.00K/s 4G VoLTE 46%



Requisition for emergency leave



Add label



Draft 6:49 PM

to anisha ▾



From FYIT_107_Aditya • abasaheb2843@gmail.com

To anisha@nkc.ac.in

Date 30 Jan 2022, 6:49 PM

Respected madam/ sir,

My name is Aditya pawar, studying in FYIT , roll no.107. It's hard to express that my grandpa passed away today in village. So I have to take a leave by today itself and I'll be back within 5-6 days .

It's a kind request to please grant me a leave of 5-6 days and by today itself so I can attend his funeral. I hope quick action to be taken regarding this , and sorry for the inconvenience .

Thanks and regards
Aditya Pawar