

To: anisha@nkc.ac.in

Subject: Request one-day leave for Urgent Piece of work.

Respected Ma'am.,

With due respect, that, I am a student of class FYBSCIT in your college. I have required one-day leave because of a piece of work in the city. I need to accompany with my father for shopping regarding to upcoming wedding in my family.

Kindly, allow me leave for one day (31-01-2022).

I shall be obliged to you.

Yours Obediently,

Hafiz Mansuri

Class: FYBSCIT, Roll No.109.

Nagindas khandwala college.

