To: [anisha20003@nkc.ac.in](mailto:anisha20003@nkc.ac.in)

Subject: Asking for a Leave

Dear Anisha Mam,

I am writing this to request you for a leave as I am going out of station to attend a family reunion. Hence I hereby request you to grant me leave for 4 days. Thanking you!

Yours obediently,  
Harsh Baria  
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