

E-mail:-

To: anishamam06@gmail.com

Subject: To seek permission for Leave

Dear Ma'am,

Myself Palak Dave, From Class Fybscit, Roll No:-132.

I would like to inform you that I need urgent leave for Three days from (25th Feb to 27th Feb) as I have to go to my home town because of some family emergency. I would not be able to attend your practical lectures.

Kindly approve my leave.

With Regards,

Palak Dave

Thank You!