

**EMAIL :-**

**To** - [anishamam01@gmail.com](mailto:anishamam01@gmail.com)

**Subject** - To seek permission for leave.

Dear Ma'am,

I Mahi Mistry, studying in FYBsc.It, Roll no -136.

I would like to request for a leave of absence for family reasons. I plan to leave on [5th Feb] and return on [7th Feb]. I wouldn't be able to attend your lecture.

Kindly grant leave for 3 days.

With Regards,

Mahi Mistry