EMAIL :-

To – [ansihamam@gmail.com](mailto:ansihamam@gmail.com)

Subject – To seek permission for leave.

Dear Ma’am,

I Mansi J. Darji, studying in FYBsc-IT, roll no. 142. I have visit my hometown due to family issues. It would take 3 days for me to travel back, so I would not be able to attend lectures for 3 days from 4th February,2022 to 6th February,2022. I would join lectures back from 7th February,2022.

Therefore, kindly grant leave for 3 days.

With Regards,

Mansi Darji

FYIT – 142

Semester - 2