

## Email Writing

Application for one day leave



Recipients

Application for one day leave

Dear Madam,

I am Kevin Darji, a student in the FYIT class. I request you to allow me one day's leave because I am feeling sick. I am having viral fever and not in a position to attend the class. Again I am requesting you for one day leave for today, dated 31st January 2022. I will be thankful to you.

Sincerely,

Name: Kevin Dharmesh Darji

Roll no.: 15

Class: FYIT

Send

