

 Compose

From pk2699312@gmail.com

To



Requisition for leave(29/jan/2022)

Respected madam,  
Good morning madam,  
I Pankaj, studying in class with Roll no 45 is  
requesting you to grant me a leave for one day  
on 29th january 2022 due to fever.  
Kindly approve the request.

With regards

Pankaj

FYIT

Roll no - 45

GR. no - 26345

