



To Whomsoever It May Concern

This is to inform you that **Kranthi Guduru** of B.Tech,
CSE Department, residing at 4 at 4-3-12 bearing
Registration Number **123456** has been diagnosed as
being sick and is requested to be granted a sick leave
of

4

Days only from the date of issue this letter.

This letter has been given by Doctor , at the NIT
Warangal, Dispensary. This letter hereby signed is to
serve as a document to be allowed officially as the
leave letter with medical permission.

This letter is valid until end of day for **01/06/2014**

Doctor Signature : _____.

Doctor Name : _____.

Stamp of Officer in charge

Date of issue : **28/05/2014**

Print Letter