

Paladugu,

28/8/2023.

To

The branch manager,

Bank of Baroda,

Paladugu.

SUBJECT : Leave for surgery

Dear sir,

I am suffering from heart stroke from last 20 days. I done check up in Star hospitals, banjara hills, Hyderabad. They suggested for Bypass surgery as early as possible. So I am going for surgery tomorrow onwards. So I am not able to come to branch for atleast 1 month . So I requesting you to sanction leave for till October 1st. 2023. I have engaged alternative appraiser from Bank of Baroda Guntur main branch second appraiser MR. Nagarjuna. Till I will join to my work . So please sanction leave immediately .

Thank You

Yours Obediently,

(I Nagamalleswarar rao)