Practical 2

Writing an email -:

nirmeetgawkar145@gmail.com

Application for sick leave

Respected Sir/Madam

I am Nirmeet Gawkar studying in class FYCS A With due respect I want to say that I'm not in a position to attend college as I'm down due to typhoid.As our family doctor as recommended to take rest for atleast 6-7 days.Therefore,kidly grant me leave from 27/01/2022 - 03/02/2022.I shall be really thankful to you.

Thanking you,

Your's obediently
Nirmeet Gawkar