

Leave Request Letter

From,

Gohila P,

Software programmer,

Bharathbrands Ltd,

To,

The chairman sir,

Chairman,

Bharathbrands Ltd

Subject: Application for sick leave.

Dear Sir and Ma'am,

I hope this message finds you well. I am writing to inform you that I am not feeling well today. so I would like to request sick leave today. Kindly grand me leave on [10-06-2024].

Thank you for your understanding and consideration.

Sincerely,

Gohila