

From :
Karthick
Chennai

To :
Karan
Chennai

Dear Sir and Mam,

Subject: Leave request for 12-02-2025

I hope this message finds you well. I am writing to inform you that I need to a send my college tomorrow to submit the library card, collect the receipt of payments, fill out the alumni data sheet, and take the group photo.Therefore, I would like to request leave on 12-02-2025. I appreciate your understanding and considerar on of my request.

Sincerely,

Karthick