**Subject:** Apology for Not Requesting Leave

**Respected Plant Head Mr. P.K. Dash,**

I hope this message finds you well. I am writing to sincerely apologize for not requesting leave before my absence on 20-05-2024 of absence. I understand that it was an oversight on my part, and I realize the importance of following the proper procedure to ensure smooth operations.

This was an unintentional mistake, and I assure you it will not happen again. Please let me know if there is anything I can do to make up for any inconvenience this may have caused.

Thank you for your understanding and continued support.

Sincerely,  
Satyasai polai  
Melting Engineer.