

To,  
The Dy commandant,  
CISF unit ,NFL Naya nangal,

Subject : I am writing this letter to let you know that I am in need of leave extension.

Dear Sir,

I'm CT/GD Dandi SaiRam, CISF No. 140801642 , I came to home because of holidays. Unfortunately, My Supreme Mother expired day before yesterday I requesting you to consider my leave application to extend for one week from 18/12/2022 to 25/12/2022.

I hope you understand my situation and authorize my paternity leave as soon as possible.

Thanking you,

Yours Sincerely,

Dandi SaiRam