**Formal letter**

To,

The Principal

BJS collage Pune.

Pune, 19725

**Subject:  Application for two days**

Respected Sir.

With due respect, I would like to notify you that I have been suffering from viral fever since last night. As per the advice of the physician, I have been advised to take complete bed rest for at least two days.

So Sir, I request you to grant me leave for two days, that is, from (05/09/2023) to (06/09/2023). I will be highly obliged for your kindness.

Thanking You

Yours faithfully

Ram Bhumbar