

The HR,

Nisha Kumari

Rapid Wallet service PVT. LTD

Rapid bazaar, gola road branch

Patna – 801503

12th April, 2023

Subject: Requesting permission for leave

Dear mam,

I am writing to request permission to take leave. Actually, I have to go collage for Examination. So, I will not available from 12 Apr 2023 to 14 Apr 2023.

I will try to come back as soon as possible . I request you to kindly consider my request and grant my application for 3 day leave.

Thanking you

Yours sincerely,

Monika Kumari