

The HR,

Nisha Kumari

Rapid Wallet service PVT. LTD

Rapid bazaar, gola road branch

Patna – 801503

27th March, 2023

Subject: Requesting permission for leave

Dear mam,

I am writing to request permission to take leave. Actually, i have to go my home town for worship. So, I cannt come to work from tomorrow to next 4 day(28. 03.23 to 31.03.23) .

I will try to come back as soon as possible . I request you to kindly consider my request and grant my application for 4 day leave.

Thanking you

Yours sincerely,

Raja kumar