

Practical 2

Title: Writing an Email

← Compose



From shivansh.mishra7161@gmail.com

To



Leave Application Due to Fever

Dear Sir or Madam,

I am Shivam Mishra. I am writing this with due respect to inform you that I came to office today with a headache, and not feeling well since morning.

I have a high fever. I cannot attend today's office work, so kindly consider my request. It would be a kind favor of yours.

Thanking you,
Shivam Mishra.