

Dated: 15.10.2025

The Additional Commissioner-IR (HQs)
Regional Tax Office-II
Karachi


SUBJECT:- APPLICATION FOR 02 DAYS CASUAL LEAVE - REQUEST REGARDING

Respected Sir

It is submitted that my wife is suffering from serious headache due to road accident for several days and her current condition need to be medically examined. For this, I am considering to take her to Jinnah Postgraduate Medical Center (JPMC) for checkup and medical treatment. Therefore I would be requiring leave for two (02) days w.e.f. 16.10.2025 to 17.10.2025. Your honour is requested to kindly allow 02 days casual leave, please.

Regards




(MUHAMMAD AYAZ)
LDC
CCIR Office
RTO-II, Karachi

CCIR
AC (Hqs)
SO-I
SO-II
SO-III
SO-IV
SO-V
SO-VI
AO
DDO
DBA



