

Dated: 16.10.2025

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

SUBJECT:- APPLICATION FOR 01 DAY CASUAL LEAVE - REQUEST REGARDING

Respected Sir

It is submitted that my mother is diabetic patient and her current condition need to be medically examined. For this, I am considering to take her for checkup and medical treatment. Therefore I would be requiring leave for one (01) day on Friday dated 17.10.2025. Your honour is requested to kindly allow 01 day casual leave, please.

Regards



(SYED OWN RAZA)
LDC
CCIR Office
RTO-II, Karachi

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

