To

The Chief of Organization

Ace Indus Tech-Sol India Pvt. Ltd.

Hyderabad

Subject: Leave Application

Resp. Sir / Madam,

I am Upanand Kolhe I would like to mention that I have to attend Cousin Sister Marriage ceremony in Nagpur on 08/12/2019 Due to this, I won’t be able to come to the office on 07/12/2019.

I would be grateful if you can approve my leave request for the aforementioned period.

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Thank You…. !

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Upanand Kolhe