

Optional Holiday(OH) Request Letter

To,
The Mandal Educational Officer,
.....Mandal.

Sub:- Request for Optional Holiday

Respected Sir/Madam

**My name is.....and I work as
SGT/HM inSchool of your mandal.**

**I write this with the utmost respect to inform you that we
(Teaching and Non teaching Staff) are willing to avail Optional
Holiday onon the occation ofThis is
to request you to kindly accept our request.**

Thanking You Sir/Madam

Yours Faithfully

Date:

Place: