

LEAVE LETTER

Date: / / 202..
Place.....

To
The Mandal Educational Officer,
.....

Sub: Application for Casual Leaves fordays ie from

dt : / / 202.. to dt : / / 202.. -Reg

Sir !

As per subject cited above, I am requesting you that, I am unable to attend to my school duties for,days ie from dt : / / 202.. to dt : / / 202.. due to So, please grant me (.... days) casual leaves along with headquarter leaving permission.

Thanking you Sir ...

Yours faithfully

Casual Leaves Details:

Available CLs:.....

Availing CLs:.....

Balance CLs:.....

Incharge name:.....

Signature of Incharge:.....

Signature

Name :

Cell No:

School

Mandal :

Dist :

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