

To,
The Chief Warden,
BMS Institute of Technology and Management,
Boys Hostel,
C Block,
Bangalore-Doddaballapur Road, Yelahanka, Avalahalli,
Bangalore - 560064.

Subject: Leave Application due to Father's Health Issues

Respected Sir,

I am writing to inform you that I, Bikram Rai, a staff member working as a helper in the mess at the Boys Hostel (C Block), need to take leave from my duties for a period of 15 days due to urgent family circumstances. My father has been experiencing serious health issues, and I am required to be present at home to assist with his care.

I kindly request you to grant me leave from 8th October 2024 to 22nd October 2024. I will ensure that my responsibilities are managed during my absence, and I will resume my duties promptly upon my return.

I apologize for any inconvenience caused and would be grateful for your understanding and approval.

Thank you for your consideration.

Yours sincerely,
Bikram Rai
Mess Helper, C Block
BMS Institute of Technology and Management