

January 11, 2020

Respected Sir,

I am writing this letter to request for extending my leave of absence from January 7, 2020 to January 19, 2020.

The reason for my extending my leave is because my final examination of 6th semester was postponed from December 20, 2019 to December 30, 2019. My exams will be finishing on January 15, 2020 and I will rejoin office onwards January 19, 2020.

Thank you very much for your consideration on this matter.

Sincerely yours,

Suraj Bhatta