

Name : Bhavin Nor

Roll no : 54

Class : FYBSCIT

Practical 4 : Writing Email

- Email format**

Half Day Application



54_FYIT_BHAVIN_NOR <bhavinnor13@gmail.com>
to norvishal68 ▾

6:25 PM (5 minutes ago) ☆ ↶ ⋮

Dear Sir,

I am Bhavin Nor pursuing FYBSC IT, division A in our prestigious college. I am writing this letter to inform you about my half day leave i.e. 1 hour early because of my job.

I request you to please grant me this leave. However, I will revert to messages and calls when possible, in the meanwhile my classmates Mr. Gaurav Thakur and Mrs. Divya Yadav will keep up-to-date with academics.

I look forward to hearing from you.

Sincerely,
Bhavin Nor,
Roll no. 54,
FYBSCIT.