**Dear Madam,**

**I** *am*Radhika from Gangavathi. I Studying Second SEM Computer Science Branch in Government Polytechnic College Kampli and I am Writing this letter to Inform You

I Want 4 days Leave for Due to My sister marriage. I Am Going to Bellary So; kindly I request You to Grant me a leave for 4 days for me.

*Thanking You,*

*Your Obediently,*

*Radhika*