Date:23/4/2023

Place: Gangavathi

From,

Radhika

2nd sem Computer Science Branch

Government polytechnic college Kampli.

to,

Head of the Department

Computer Science Branch

Government polytechnic College Kampli.

Subject: For 5 Days Leave

Respected Sir/ Madam,

I am Radhika from Gangavathi. I am studding 2nd SEM in Computer Science Branch in Government Polytechnic Kampli This Letter to inform You that I want 5 days leave for Going to Out of Station to visit Historical Places with a Family So, Kindly request to You grant me a 5 days leave for me.

Thanking You,

Your Faithfully

Radhika