From

Anitha 2nd sem gpt

Kampli

To

The principal

Gpt college Kampli

Respected sir/madam

I am anitha from 2nd sem cs I am writing letter to inform you that aim not be able to attend classes for 2 days from tomorrow because aim going to Mysore an account of my sister marriage.

So I request you to grant her leave 2 days from 11.05.2023 and 25.05.2023 you that she will attend regularly classes from this date onward

Thanking you

Yours sincerely date:5/5/2023

anitha place:-Kampli