**LEAVE LETTER**

**MANOJ KH**

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**THE HOD OF DVS POLYTECHNIC**

**Subject :** Application for leave letter

**Respected sir,**

I am not attend the classes because of my sister marriage you will grant me two days leave from **22/FEB/2025** to **23/FEB/2025** .I would like to kindly ask for your approval to my leave.

**THANKING YOU.**

**YOUR OBIDENTLY**

**MANOJ KH**