

To,

The Principal,

SRTM , Univercity, Nanded,

Subject: Leave application for 22-5-2000 .

Respected Sir,

Hope this application finds you in the best of your health.

This is to inform you that as my parents are aging and are prone to fall sick very often. So, as their only child this is my utter responsibility to take care of their health. I have to go the hospital with my parent for their regular medical check-up. Therefore, I request you to kindly grant me five days leave.

I hope you would provide your utmost consideration to my request.

Thanking you,

Your Sincerely,

Dipak Kinholkar