

From,

Ebin Benny

SPACS Coordinator

College of Engineering Cherthala

To,

The Principal

College of Engineering Cherthala

Sub: Request for duty leave

Dear Madam

I am writing to request duty leave for myself and the coordinators on 2024-07-01 from 12:00:00 to 01:00:00 to conduct a EXECOM MEETING1. This meeting is integral to our team's professional development and will contribute significantly to our skill enhancement.

The coordinators attending are:

1. EBIN BENNY
2. EBIN BENNY
3. EBIN BENNY
4. elsa benny

Your cooperation in granting them leave for the mentioned purpose would be highly appreciated.

Thank you for considering my request.

Yours sincerely,

Ebin Benny

Date: 18/06/2024

Place: College of Engineering Cherthala

