

EMAIL :-

To - anishamam01@gmail.com

Subject - To seek permission for leave.

Date: 29 January 2022

Dear Ma'am,

My self, GOVIND JANGID Studying in First Year Bsc.IT, Roll no. 115.

I would like to request for a leave of absence for family reasons. I had plan to leave from 29th Jan and return on 2<sup>nd</sup> of February. I wouldn't be able to attend your lecture.

Kindly grant leave for 3 days.

With Regards,

Govind January.