

To: anisha@nkc.ac.in

Requisition for leave

I Pandey Madhusudan, student of your reputed college studying in FYIT.

There is an urgent family matter to be handled for which i have to travel outskirts. In context to this i request for one day leave from college and i make sure to attend my class as soon as i'm back and will complete the pending work soon.

Hoping for positive response from your side.

Thanking you,

Yours obediently,
Pandey Madhusudan

