

URVI H. PATEL
FYIT-60

E-MAIL WRITING

Application for two days leave

Recipients

Application for two days leave

Dear Madam,

I am Urvi Patel, a student of FYIT class. I request you to allow me two day's leave because I am not feeling well. I have a cold and fever, and do not have the position to attend the class. Again I'm requesting you for two days leave, from 31st January to 2nd February, 2022. I will be very thankful to you.

Sincerely,

Name : Urvi Hasmukh Patel

Roll no. : 60

Class : FYIT

Send

