

**Email :-**

**To :** anishaasirvatham10@gmail.com

**Subject :** Requesting you to grant me leave.

**Date :** 29/01/2022

Dear Ma'am,

I Rahul Pramanik from FYIT roll no. 66. Ma'am please allow me to take the leave from 3<sup>rd</sup> Feb to 7<sup>th</sup> Feb because I need to attend my Cousin's wedding at my native place so I won't be able to attend the lecs in those circumstances. Also , I'll surely coop up with the syllabus that I will be missing within these days. Kindly grant me the leave Ma'am. Thank You!!

With Regards,

Rahul Pramanik.