Leave letter

From,

Chandrasekhar,

2ndsem CSE,

Gpt college kampli-583132.

To,

To the HOD madam,

Computer science department.

Gpt college kampli-583132.

Dear madam,

Subject: regarding leave for 2 days.

I am chandrshekar. From kampli studding in computer science 2nd semester engineering student. suffering fever, I will not able attend classes for 2 days.

So, I kindly request to you to grant me leave for 2 days. from may10th to may12th.

Thanking you,

Your obediently: -

chandrshekar