

To ,  
The Head of the Department,  
Civil Engineering,  
Government Engineering College, Raipur(C.G)

Subject : Application for Leave and Engaging classes.

Respected Sir,

With due Respect I want to inform you that I Mr/Mrs Ava would like to take leave of 1 days from 2023-12-16 to 2023-12-16-----.

Kindly grant me leave of absense. The Details of class engage is mentioned as follows.

Date	Day	Period	Semester	Branch	Subject	Engage by faculty Name
------	-----	--------	----------	--------	---------	---------------------------

Thank You.

Your sincearly

Name of the Faculty : Mr/Mrs Ava  
Department CIVIL