

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 3 days from 2024-01-14 to 2024-01-16 because I have to attend wedding.

Kindly grant me leave of absense. Thank You.

Your sincearly

Name of the Faculty : Mr/Mrs Ava
Department CIVIL