

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 ranjan would like to take leave of 2 days from 2023-12-14 to 2023-12-15-----.

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
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Thank You.

Your sincearly

Name of the Faculty : Mr/Mrs ranjan
Department CIVIL