

To ,
The Head of the Department,
Computer Science and 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 komal patel would like to take leave of 7 days from 2024-03-12 to 2024-03-18 because i have a fever.
Kindly grant me leave of absense.

Thank You.

Your sincearly
Name of the Faculty : Mr/Mrs komal patel
Department CSE