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 Ramesh would like to take leave of 4 days from 2024-03-01 to 2024-01-04-----------------------.

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 Ramesh

Department CSE