

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 naman das would like to take leave of 2 days from 2023-12-17 to 2023-12-18-----.

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
17-12-2023	Monday	4	2	CSE	ppl	ritu

Thank You.

Your sincearly

Name of the Faculty : Mr/Mrs naman das  
Department CSE