

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 Anita would like to take leave of 1 days from 18-03-2024 to 18-03-2024 because Internship.

Kindly grant me leave of absense.

Thank You.

Your sincearly

Name of the Faculty : Mr/Mrs Anita

Department CSE