***Leave letter***

***Swathi date-13-8-2024***

***VJPFGC***

***Bangalore-560023***

***The principle***

***VJPFGC***

***Bangalore-560023***

***Respected Madam,***

***Subject-Requesting one week leave.***

***I swathi first year BCA 2nd sem ,Iam requesting for One week leave from 13-8-2024 to 19-8-2024. Because of my sisters Wedding so I will be in out of station. So kindly consider my request and grant me one week leave .***

***Thanking you***

***Yours faithfully***

***swathi***