Date:

To

**The principal**

Sylhet Women’s Medical College

Mirboxtula, Sylhet

Sub: **Prayer for study leave.**

Sir

I beg most respectfully state that, I am working as a lecturer in the department of Biochemistry of your institute since January 2013. Currently I have been selected as a candidate for MPH in Reproductive & child health course at “National Institute of Preventive & Social Medicine “Dhaka in the session of July 2015.

The course will run for one & half year from August 2015 to December 2016.

May I therefore pray & hope you would be kind enough to grant my leave for those day & oblique thereby.

Your most respectful

**Dr.Mita Dutta**

Lecture

Department of Biochemistry