Date: 13.07.2017

To

**The principal**

Sylhet Women’s Medical College

Mirboxtula, Sylhet

**Sub:** **Prayer for leave in advanced.**

Sir,

I beg most respectfully state that, I am working as a lecturer in the department of Community Medicine of your institute since 01 January 2014. As I got chance in Diploma in Forensic Medicine at Sylhet MAG Osmani Medical College. I was granted for one year study leave from 01.08.2017 to 30.07.2018 from your institute (Ref. SWMC/PO/2017/4792). I will unable to attend my duties from 15.07.2017 to 31.07.2017. Now I need leave in advance for those days for my study purpose.

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

Your most respectful

**Dr.Tasnuva Aziz Munalisa**

Lecture

Department of Community Medicine

Sylhet Women’s Medical College

**Attachment:**

1. Office order for study leave