

To,

The Director

MDRPFM, Chandrasekharpur

Bhubaneswar

(Through Course Director)

Sub - C requesting for one day casual leave on 06/07/24  
and headquarter leaving permission)

Sir,

With due respect and humble submission, I  
Pradeesh Kumar Diga, OFS (probationer), 2021 batch beg to  
state that, sir, I am unable to attend my training on  
06/07/24 because I have to visit my hometown to  
attend a family function and for the same I have to leave  
the headquarter from 05/07/24 (8.40pm) to 06/07/24 (6pm).

So therefore I request you kindly grant me  
leave on the above mentioned day for which I shall be  
evergrateful to you.

Bhubaneswar  
03/07/24

Yours faithfully

Pradeesh Kumar Diga

OFS (probationer), 2021 batch

Contact No - 7978716762

mail id - pradeeshdiga@gmail.com

Address during headquarter leaving

- Royal colony, 15th lane, Rayagada,  
Dist - Rayagada, Pin - 765002