

To,

The Director

MARAFM, BBSR

(Through the Course Director, MARAFM)

Sub: Requesting for 1 day Casual Leave

Sir, with due respect, I am Laxmipriya Nayak OFS(P) seeking prior permission for CL on 25.04.2024 due to stomach ache & Diarrhoea to take rest.

Therefore, I request you to kindly grant my Casual leave application for the aforesaid period, hence I shall be grateful & obliged.

MARAFM

25.04.2024

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Yours faithfully
Laxmipriya Nayak
OFS (P), 2021