

TO

The Director

MDRAFM, Bhubaneswar

(Through the course Director, MDRAFM)

Sub: - Application for one-day casual leave (15.04.2024)

Respected Sir,

With due respect, I would like to inform you that, I am not feeling well due to headache and fever since yesterday. I would like to take 1 day CL to take some rest on 15.04.2024.

Therefore, I may kindly be allowed to take one day casual leave for the aforesaid period for which I shall be grateful and obliged.

MDRAFM  
Bhubaneswar  
Dt - 15.04.2024

Yours Faithfully  
AMRITA HANSDAH  
OFS (P) - 2021 Batch