

To,

The Director

MDRAFM, Bhubaneswar

(Through the Course director)

Subject: Application for leave on 25/03/2024

Sir,

With due respect, I Tamanna Mohapatra, OFS (Probationer) Room no-107, CUTM, Bhubaneswar want to state that on 25th March, I am visiting my hometown to attend funeral ceremony of my relative.

Therefore, I request your kind office to grant me one day of casual leave and Headquarter leaving permission for which I shall be grateful.

Date - 20/3/2024

Place - CUTM, Bhubaneswar

Yours faithfully
Tamanna Mohapatra
OFS (Probationer)