

To,

The Director,

MDRAFM, Bhubaneswar.

(Through the Course Director, MDRAFM).

Subject: Application for one-day casual leave on
Dt: 16/9/24 (Monday).

Respected Sir,

With due respect, I Amrita Hansdah, OFS(P) would like to inform you that I'm having fever and cough since 2 days and have taken an appointment with the doctor on Monday (Dt: 16/9/24).

Therefore, I request you to please allow me for one day leave for the aforesaid period for which I shall be grateful & obliged.

CUTM,
Bhubaneswar
Dt: 12/9/24.

Yours faithfully,
Amrita Hansdah.
OFS(P)