

To,  
The Director,  
MDRAFM, Bhubaneswar.

(Through the course Director, MDRAFM)

Subject: Application for one-day casual leave on  
28/10/24 (Monday).

Respected Sir,

With due respect, I Anurita Hansdah, OFS(P)  
would like to inform you that for some documentary  
work in bank, I will be on leave on Dt: 28/10/24  
(Monday).

Therefore, I request you to kindly grant me  
CL for the above aforesaid period for which I  
shall be grateful & obliged.

CUTM, BBSR  
Dt: 26/10/24

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Yours faithfully,  
Anurita Hansdah.  
OFS(P)