

TO

The Director, MDRAFM, Bhubaneswar
(through course Director)

Subject:- Requesting casual leave (CL) for 2 days
on 11/04/2024 and 12/04/2024 along with headquarter
learning permission from 09/04/2024 (Evening) to
15/04/2024 (Morning) which also includes
Joint holidays.

Sir, with due respect, I beg to state that I am
SAMBIT RANJAN PANDA, OFS (P) 2021 batch currently
undergoing induction training at CUTM. I want
to visit my hometown to attend a family
function (thread ceremony) on 11/04/2024 and
12/04/2024.

Therefore I request you to kindly grant me
casual leave (CL) and headquarter learning
permission, for which I shall be grateful
to you forever.

Thanking you

Bhubaneswar
06/04/2024

Yours faithfully,
SAMBIT RANJAN PANDA
Sambit Ranjan Panda
OFS (P) 2021 Batch

contact address while on leave :-
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