

To,

The Director,

MDRAFM, Bhubaneswar

(Through proper channel)

Sub: Request for Casual Leave on 01/11/2024

Respected Sir,

With due respect and humble submission, I, Pritam Kumar Nayak, OFSCP, would like to request for Casual Leave on 01/11/2024 on the occasion of Diwali.

Therefore, I request you to kindly grant me leave for the mentioned date for which I shall be highly obliged.

Place: CUTM, Jatri

Date: 30/10/2024

Thanking You

Yours faithfully

Pritam Kumar Nayak

OFSCP-2021 Batch