

To,  
The Director,  
MDRAFM, Bhubaneswar.

(Through the Course Director, MDRAFM)  
Subject: Application for half day casual leave on  
Dt: 24/6/24 (F.N).

Respected Sir,

With due respect, I Amrita Hansdah, OFS(P)  
would like to inform you that there is a marriage  
function in my family for which I will not  
be able to attend the classes in the  
first half on Dt: 24/6/24 (F.N).

Therefore, I may kindly be allowed for  
half-day casual leave for the aforesaid  
period for which I shall be grateful  
and obliged.

Dt: 22/6/24

Yours faithfully,

Amrita Hansdah

OFS(P), 2021 Batch