

05-09-2022

The Regional Head
Chennai Rural Region
Regional Office
Egmore
Chennai

Dear Sir

Reg : Request for applying Covid leave

Sir, I was suffering from fever from 24-07-2022 and on 25th I have given test for covid and was tested positive. So I have self isolated from 26-07-2022 to 29-07-2022 in home quarantine. So kindly approve me for Covid special leave from 26-07-2022 to 29-07-2022.

Yours faithfully



Sri Vishnu J
103402