

Dear sir ,

I am Bhabagrahi Mohapatra , writing for an urgent leave due to an emergency at home.

I will unable to come from 6<sup>th</sup> May to 13<sup>th</sup> May .

Reason : - regarding leave for personal reason.

I request you to prelease approve my leave for at least one week . I will thank you for this.

Best regard

Bhabagrahi Mohapatra

Date :- 4<sup>th</sup> May 2023