The Registrar,

Balochistan University of Engineering & Technology,

Khuzdar.

Subject: **Application for Earned Leave Balance**

Dear Sir,

I Dr. Wazir Muhammad, working as a Chairman Biomedical Engineering Department since last year. In this regard, I request to provide a details information about my earned leave balance. I would appreciate your assistance in providing me with the status of my earn leave balance.

Thank you for your understanding and cooperation.

Yours sincerely,

Dr. Wazir Muhammad

Chairman

Biomedical Engineering Department,

BUET, Khuzdar