# To

# The Secretary SEWA Kolabira, Jharsuguda.

# (Sub. Regarding Leave)

# (Through Project Manager APC Kolabira and Laikera)

# Respected Sir,

# With due to respect and humble submission I beg to state that I want take a leave on dt. 22.02.2022. due to my domestic work.

# There fore I request you to kindly approved my application for one day leave. For which act of your kind ness I shale be highly obliged to you.

# SEWA ART Kumuradihi Your sincerely

# Dt.18.02.2022

# Mr. Srikanta Kaudi

# Finance Manager

# (SEWA Kolabira)

# To

# The Project Manager SEWA Kolabira, Jharsuguda.

# (Sub. Regarding Leave)

# Dear Madam,

# With due to respect and humble submission I beg to state that I want take a leave on dt. 06.10.2021. due to my domestic work.

# Therefore, I request you to kindly approved my application for one day leave. For which act of your kind ness I shall be highly Grateful to you.

# Your sincerely

# Dt.03.10.2021

# Sanjukta Soreng

MIS