

**SETH K.M PRIMARY SCHOOL**  
**The Bassein Gujrat education Society**  
**Manickpur, Vasai, Palghar,401202**

*Subject: Request for leave*

To the Respected Head of Department,  
***Ms. Puspaben G Patel.***

I, Bharti Dilip Patel **ID: 03DEDBDPF7101**, am writing to formally request a leave of absence from work from **2nd April 2024 to 30th April 2024**. As per the academic calendar, we already have the scheduled summer vacation in May, from 2nd May to 30th May 2024.

I kindly request the additional time off in April to spend quality time with my family abroad. This leave will allow me to make the most of a long-awaited family reunion during this summer break.

I assure you that I will fulfill all my responsibilities and ensure a smooth transition of my duties before my leave. I sincerely hope for your understanding and approval of my request.

Thank you for considering my application.

Sincerely,  
Bharti D Patel