MACHAVARAM

25-06-2023

To,

The Medical officer,

Machavaram PHC

Respected Madam,

I would like to inform you that I am having some personal urgent work at home on Monday i.e. 26-06-2023, requesting leave for the mentioned date.

Thanking you,

Yours sincerely

**B.VARALAKSHMI**

**PHN(NT),**

**MACHAVARAM**