NAME : PAWAN MAHADU SARULE

ROLL NO : 92 CLASS : FYBCA(Sci)

QUESTION : 10 DATE : 11 Dec 2020

* Q10. On word write a leave application to your Head of Department asking for 3 days holiday , as you have to attend your sister’s wedding at Nagpur. Create a table for 3 days function, you will be attending. You will be marked on font, font size, letter format, tabbing, line spacing & table.

From,

Pawan Sarule

C5-507, Xrbia Township,

Hinjewadi,

Pune 411033

To,

The Head of Department

DY Patil ACS,

behind YCM Hospital,

Sant Tukaram Nagar,

Pimpri Colony,

Pune 411018

Subject: Leave Application for Sister’s Marriage.

Respected Sir,

This application is to inform you with immense respect that, I am not able to attend lecture for duration of three days. The reason behind this is very genuine as my little sister is getting married this week at Nagpur.

Being elder, I have to take responsibility of catering and arrangements myself. I request you to please grant me leave for the mentioned period with effect from 11th December 2020.

I here by attaching the list of functions I am going to attend,

|  |  |  |  |
| --- | --- | --- | --- |
| Sr No | Function | Date | Time |
| 1 | Mehndi & Haldi | 11 Dec | 05:00 Pm to 10:10 Pm |
| 2 | Wedding | 12 Dec | 07:00 Am to 09:30 Pm |
| 3 | Reception | 13 Dec | 05:00 Pm to 12:00 Pm |

This gesture would serve as a huge favor . I’ll remain obliged . ­­

Yours Sincerely,

Pawan Mahadu Sarule

FY BCA(Sci)

Roll No. 92