NAME : PAWAN MAHADU SARULE

ROLL NO : 92 CLASS : FYBCA(Sci)

QUESTION : 14 DATE : 11 Dec 2020

14. On Word write a leave application to your College Principal asking for 3 days holiday, as you have to attend ‘Ganapati festival’ at Hometown. 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 Principle

DY Patil ACS,

behind YCM Hospital,

Sant Tukaram Nagar,

Pimpri Colony,

Pune 411018

Subject: Leave Application for Ganapati Festival.

Respected Sir,

This application is to inform you with immense respect that, I am not able to attend lecture for duration of three days.I wish to state that Lord Ganesh is our family deity. Every year the family celebrates Ganapati Festival at hometown Hingoli. My presence is indispensable during the performing of many rites and worship. Kindly allow me leave from September 25, 2018 to September 27, 2018. I shall be grateful.

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

|  |  |  |  |
| --- | --- | --- | --- |
| Sr No | Function | Date | Time |
| 1 | Ganpati Sthapana | 25 Sept | 09:00 a.m. |
| 2 | Pooja | 26 Sept | 10:00 a.m. |
| 3 | Ganapati Visarjan | 27 Sept | 12:00 p.m. |

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

Yours Sincerely,

Pawan Mahadu Sarule

FY BCA(Sci)

Roll No. 92