***LEAVE LETTER***

***FROM,***

S. Manojkumar

2nd sem CSE

Govt. Polytechnic College Chamarajanagar

Chamarajanagar

***TO,***

Principal Govt. Polytechnic college Chamarajanagar

Chamarajanagar

***Respected Sir/Madam***

***Subject***: ***Asking for three days leave.***

Regarding foe the above the subject. I can’t come to college for 3 days because of i am suffering from Fever, Cold. that’s why i want to go hospital to consult a doctor. That’s why I am not come college for 3 days. I hope you gave 3 days leave for me.

***THANKING YOU***

***Date***:24/1/2004 ***Your’s Faithfully***

***Place***: Chamarajanagar S. Manojkumar