***Leave Application***

Place: Thurputhallu

Date:25/4/2023

Dear GM/ZM/RM sir,

Sub: Leave Application

I would like to request you to sanction leave w.e.from 2/5/2023 to 3/5/2023 total no of days 2 due to My Cousine Sister marriage During my leave period I will be available on my phone if anything required. And i will be resuming my duties on 4/5/2023 as usual.

Thanks for the consideration.

Yours Sincerely,

Aluru Satish Babu

Designation: TSO

Work Place: Thurputhallu

Contact No: 9052464666