***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 with effect from **2/5/2023** to **3/5/2023** i.e., **2 days** due to My Cousin 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.

Thank you for the consideration.

Yours Sincerely,

Aluru Satish Babu

Designation: TSO

Work Place: Thurputhallu

Contact No: 9052464666