

Subject: Leave Application

Dear Sir/Madam

Please accept this letter as a formal request for a leave of absence.

My leave is under medical/personal grounds and the details of the same are furnished below:

Reason for taking Leave:Head-ache,fever

Name:Akshay Kumar P

Batch:BCK85

Leave Period: 25-3-2023

Contact No:8086635503

Please grant me the leave and I will put in extra efforts to patch up the pending works.

Thank you in advance for your consideration.

Yours truly,

Akshay kumar P

NB: Send your leave mail to adviser@brototype.com