Subject: Leave Application

Dear Sir/Madam

Please accept this letter as 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:Tonsillitis and fever

Name:Akshaykumar P
Batch:BCK85
Leave Period: 21-1-2023
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