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: Grandmother died.

Name: Sreeraj K

Batch: BCB61

Leave Period:31/06/2023 to 03/07/2023

Contact No: 9072238717

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,

Sreeraj K