ICT Resource Centre,  
P.M.B 2240,  
Federal University of Agriculture,  
Abeokuta,   
Ogun State.  
19th February, 2015.

The Head,  
ICT Resource Centre,  
Federal University of Agriculture,  
Abeokuta.

*Thru:* Head of Unit (HOU),  
ICT Resource Centre,  
FUNAAB.

Dear Sir,

**APPLICATION FOR 15 DAYS OFF FROM 2013/2014 ANNUAL LEAVE**

With reference to the memo FUNAAB/R/Sp.1706/I/83, dated July 3th 2014, on my annual leave approval for 2013/2014, I wish to take 15days off.

I deferred embarking on the stated leave as a result of tight work schedule at the time slated. I now wish to take 15days off starting from February 19th, 2015 to March 12, 2015 to enable me attend to personal needs.

Thank you for your understanding and cooperation.

Babarinde A.O,  
sp1706.