

Swapna Roy
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April 18, 2023

To
The CEO,
North 24 PGS ARDB limited,
Barasat, Kolkata 700124

Sub: Application for medical leave of absense from 1st of July 2023 to 21st of July 2023.

Respected Ma'am,

I am writing to request a leave of absence for a medical checkup at CMC Vellore Hospital in Vellore, Tamilnadu. I have scheduled the checkup on 11th of July 2023, and I will require this time to attend to my health.

I have attached a copy of my medical appointment letter with this application. I would be grateful if you could approve my leave application.

Thank you for your understanding.

Your Sincerly,

Swapna Roy

Enclosed (Documents/Certificates):

- 1. Appointment fixed to CMC Vellore.*
- 2. Kolkata - Bangalore Flight details.*