```html
<html>

    <head>

    <title>letter writing </title>

    </head>


 <body  bgcolor="#ffe6e6">


    <strong>From, </strong><br><br>

    Vaishnavi kb<br>

    be cse<br>

    sri krishna college of technology,<br>

    kovaipudhur cbe<br>

    <h4> 11 september 2024 </h4> <br>

    <strong>To,</strong><br><br>

    hod<br>

    s&h department<br>

    sri krishna college of technology<br>

    kovaipudhur cbe<br>

    <h3>Respected sir/mam,</h3>

    <p>

        <br>

         <i>Sir, Kindly allow me to avail On-duty leave from…………………
to………………..for……………… days as: (i) I have to attend the (event
name)……………………………………………………………………………to be held at
……………………………………………………………………………………….for ………………………………
………………………………………………………………………………….</i><br>

        <br><h2 align="center"><u>THANKING YOU,</u></h2><br>

        <b>With regards</b>

        <br> vaishnavi kb.

        </p>


        </body>
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</html>
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From,

Vaishnavi kb
be cse
sri krishna college of technology,
kovaipudhur cbe

11 september 2024

To,

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s&h department
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With regards
vaishnavi kb