**Leave Letter**

30/08/2018

Hyderabad.

From

Vinay Kumar,  
Mca 1st year student,  
RG Kedia College of Commerce,  
Hyderabad 50003.

To

The HOD Sir,  
RG Kedia College of Commerce,  
Hyderabad 50003.

Respected Sir,

As I was suffering from fever,I could not attend the class from tomorrow

ie (31/08/2018). Kindly excuse me for my absence and convert the same into leave.

Thanking you,

Yours faithfully,

Vinay Kumar,