

Leave letter

Date:10/11/2021

From:

S. Sanjana,
Utthukottai(Taluk),
Thiruvallur(Dist).

To:

The manager,
Hyderabad.

Sub: Leave application

Dear sir/ Madam,

I am ~~writing~~ this letter to inform and to get permission to **take a 5** days of leave starting from **11/05/2021 to 15/05/2021** because of some personal reason.

I shall be obliged to you in this **matter.**

Thanking you,

Yours sincerely,
Suresh konuru,