

LEAVE LETTER

From,

S. Sanjana,
D/O. K. Sedhu,
Odappai(Village & Post),
Utthukottai(Taluk),
Thiruvallur(Dist),
Tamilnadu-631204.

To,

The Class Teacher,
PUMS, Odappai,
Odappai-6321204.

Respected Teacher,

I am S. Sanjana, studying in Vth std. My aunt is getting married on 25th of February 2023. The occasion is taking place in my grandmother's village. So, I am unable to attend the class for three days from 24/02/2023 to 26/02/2023. Please grant me permission to take leave and excuse my absence for threedays.

Yours obediently,
S. Sanjana.

Date: 23/02/23.

Place: Odappai.