

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,

~~Tomorrow~~, I will go to my -grandmother's village for my aunty's marriage. So I ~~will be am~~ unable to attend ~~the~~ class. Please ~~give me~~ leaveexcuse my absence for three days_(24/11/19-26/11/19).

Yours obediently,
S. Sanjana.

Date:23/11/19.

Place:Odappai.