**Dr. S. G. Bharati**

 Computer Superintendent

 **Date : 31 – 03 – 2023**

To,

 **The Head / In-Charge**

 Krishi Vidnyan Sankul,

Kashti

**Sub:** One day leave on …….

Please grant me one day leave on ……………. . . . . for my personnel urgent work and allow me to leave head quarter.

Thanking you,

 Yours, Faithfully,

 (Name : )

**Submitted to Associate Dean, ABM, Kashti (Pls.)**