

To
Incharge,
KVS, Kashti Tal. Malegaon Dist. Nashik

Sub: Application for requesting exchange-leave

R./Sir,

With the subject cited above, I am requesting here to sanction days exchange leave as per following details and allow me to leave head quarter.

Sr No	Required Leave Date	Exchange Date on which worked	Holiday Reason	Workload Adjustment Details			
				Class	Substitute Name	Teacher	Sign

Thanking you,

Yours Faithfully,

(Name :)

College Incharge

KVS Incharge

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