

To

Date _____

The Dy. Secretary III
KMDA(KMW&SA Wing),
Unnayan Bhavan,
Kolkata- 700091

Sub: - 1st Half Casual Leave on _____

Madam,

Due to urgent work at my residence I cannot reach my office at
schedule time in 1st half this day i.e., _____

Please accept my 1st half casual leave and oblige.

Thanking you,

Yours faithfully,

