

To
The Dy. Secretary - III
KMDA(BMW&SA Wing),
Unnayan Bhavan,
Kolkata — 700 091

Date _____

Sub :- 2" Half Casual Leave on _____

Madam,

Due to urgent work at my residence I leave my office in 2nd half this day i.e. _____

Please accept my 2nd half casual leave and oblige.

Thanking you,

Yours faithfully,

