

The Deputy Secretary (E)
KMDA
Unnayan Bhawan
Block-A ,Sec-II
Salt Lake,Kolkata-700091

Sub-Casual Leave On.....

Sir/Madam,

With due respect, I would like to inform you that I will not be able to attend
My duty on.....due to.....

So, I request you to please grant my casual Leave and oblige.

Yours faithfully,

Date;

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