

To
The Deputy secretary-(E)
KMDA
UNNAYAN BHAVAN
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 could not attend my duty
on

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

Thanking you,

Date:

Yours faithfully,

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