

Warangal
04/07/2023

TO
The principal
SRITW
Anantha Sagar
Hanamkonda

Sub:- Request for Bereavement Leave.

Respected Madam,

I am B.chiranjeevi working as Assistant professor in CSE dept, I am inform you that my mother passed away on 23 June 2023. So I am unable to attend the college from 23 June 2023 to 03 July 2023. I Request you to consider this and grant me leave.

To
Principal madam,
forwarded for your
kind consideration.


04/7/23

Rajai
PRINCIPAL

Sumathi Reddy Institute of Technology for Women
Ananthasagar (V), Hasanparthy (M),
WARANGAL - 506 371 (T.S.)

Thanking you
Yours Sincerely



B. Chiranjeevi

[Asst. professor CSE dept]