

Place: Warangal

Date: 26/06/23

To

The Principal,

SRIIW,

Anantaggar,

Warangal.

Respected Madam,

Sub :- Leave Application - reg. reg.

I M. Mamatha working as Assistant Professor in H~~A~~SC [MBA] Department, writing this letter to inform you that, my mother passed away on 11/06/23. So, I am unable to attend college from 12/06/23 to 24/06/23.

I request you to consider this and grant me leave for the above mentioned dates.

Thanking you,

Yours Sincerely,


M. Mamatha

[Asst. Professor, MBA Dept.]

Forward to Principal madam


26/6/2023
Rajai

PRINCIPAL

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