

Date: 3/10/2023,
Warangal.

TO
The Principal
SRITW
Ananthasagar
Hasanparthy
Hanamkonda.

Sub: Request for Bereavement leave.

Respected Madam,

I am M. Sruthi working as Assistant professor in CSE department, requesting you to please grant my casual leaves (21/9/2023 to 30/9/2023) as bereavement leave as my mother passed away on 21/9/2023. I request you to consider this and grant me leaves.


Thanking you Madam

Your sincerely

M. Sruthi

Asst. prof CSE dept

To
Principal Madam
forwarded for your
kind consideration

 3/10/2023.

Rjai

PRINCIPAL

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