

Date: 16-04-2018
Warangal,

TO
The principal madam,
SRITW,
Warangal.

SUB: Request for 10 days of marriage
leave.

Respected madam,

I, B. Prabhakaran Yadav, working as Asst. Prof
in CSE Dept writing to formally request 10 days
of marriage leave, beginning on 18-04-2018 in
order to celebrate my wedding. I understand
the importance of my role in the department
and I will ensure a smooth transition
during my absence. Your consideration is
greatly appreciated.

Thanking you madam

Forwarded to
Principal madam
for kind consideration

Yours Sincerely

Rajai
PRINCIPAL

B. Prabhakaran Yadav.

16/4/2018

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

Asst. Prof CSE Dept.