

Date: 01/5/2018,
Warangal.

TO

The Principal
SRITHI
Warangal

Sub: Request for 10 days of marriage leave

Respected Madam,

I am M. Sruthi, working as Asst. Prof in CSE department writing to formally request 10 days of marriage leave, beginning on 3/5/2018, 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

To
Principal madam
forwarded for your
kind consideration

Your's Sincerely.

M. Sruthi

Rajai

PRINCIPAL

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

CSE Department.

01/5/2018.