

To
The Head
Computer Science & Application
University of North Bengal

(Through The Secretary, P.G Faculty Council of Science, NBU)

Sub: Casual Leave

Sir,

This is to inform you that I could not/shall not be able to attend to my duty on the
..... on of my urgent piece of business/illness.

I shall be obliged if you would kindly sanction me day/days casual leave for the absence.

Date:

Yours faithfully,

Name:

Designation:

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