



Requisition for Casual leave

From

To

The Principal
Sir C R Reddy (A) college
E L U R U – 534 006

Sir,

Sub: - Requisition for the sanction of casual leave – regarding.

Kindly grant me casual leave for _____ day/days, from _____ to
_____ for the following reason..

Reason:

Thanking you, sir,

Yours faithfully,

Date:

E L U R U

