



Requisition for Medical 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 Medical leave –
regarding.

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

Reason:

Thanking you, sir,

Yours faithfully,

Date:

E L U R U

Note: Medical certificate issued by Civil Surgeon / Physician / Superintendent is to be
Enclosed.