



Requisition for Optional leave

From

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To

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

Sir,

Sub: - Requisition for the sanction of Optional Holiday – regarding.

Kindly permit me to avail Optional Holiday on \_\_\_\_\_ as it is

\_\_\_\_\_.

Thanking you, sir,

Yours faithfully,

Date:

E L U R U

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