

To

(Through proper channel)

Sir,

I request you kindly to grant me casual Leave (s) /
Restricted Holiday (s) for _____ day (s) as indicated below. The leave is required on
grounds of _____

C.L. for half day (forenoon / afternoon).	
C.L. full day	
Restricted Holiday	

I may also kindly be permitted to leave the headquarters during the above period.

The CL/RR dueat credit excluding the above leave is as follows (1) CL _____
days (2) Rd _____ days

Yours faithfully,

Date :

Forwarding noted.

Granted

Name & Designation.