



87. Application Letter for CL

Des No.....

Dated.....

To

Subject: Application of CL for.....day/days.

Respected Sir,

It becomes my duty to inform you that I have an urgent work at home on dated..... Therefore, I can't attend the institution during this period. Please grant me leave for the same. I will be very thankful to you for this act of kindness.

Dated.....

Yours obediently,

Name

Designation

GVD/ GVH

Allowed/ not allowed

Sign & Seal

Competent Authority