

TO
The Head of Department
Harimohan Ghose College
Kolkata - 700024

Subject:- Leave for marriage ceremony

Respected Sir,

I beg to say that I will not be able to attend the internal exam and project submission on 7.12.2022 because of my sister's marriage ceremony - 4.12.2022.

I hope you will try to understand my situation and give a decision in my favour.

Date - 30.11.22

Yours faithfully
Puja Gupta
B.A (English honours)
3rd Semester

To
The Head of Department
Harimohan Ghosh College
Kolkata - 700024

Sub is leave request due to marriage
ceremony.

Respected sir,

With due respect, I want to
notify that I'm not able to attend
the Internal exam and project submiss-
ion on 7.12.22 because of my brother's
marriage ceremony.

Hope you will consi-
der my problem.

Date - 25.11.22

Yours Faithfully,
Anshika Choubey
B.A (English honours)
3rd semester