Dear Madam

      It is sated that i want to bring in your kind notice that i have am important  work and will go out of district to do. Thats why i am unable to come for duty on 23rd of December.

      Kindly grant me one day leave on 23rd of december .i shall be very thankful to you .

   Regard

Zarshad Ali Khalil

UCPO Regi