

To

University of North Bengal

Sub: Casual Leave / Half day C.L.

Sir/Madam,

I beg to inform you that I shall not be able to / could not attend / continue my duties on / w.e.f. to (forenoon / afternoon) due to unavoidable circumstances.

So, I request you kindly grant me half / one / two / three / four days Casual Leave and oblige.

Yours faithfully,