

To,

The
Telecommunication Engineering Centre,
Khurshid Lal Bhawan, Janpath,
New Delhi .

Subject: Application for half day Casual Leave.

Respected Sir/Madam,

I may kindly be granted half day casual leave for dated.....
Forenoon/afternoon on account of
.....

Thanking you,

Yours Faithfully,

Signature:

Full Name:

Designation:

Dated: