

To,

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

Subject: Application for Casual Leave with permission to leave Headquarters.

Respected Sir/Madam,

I may kindly be granted casual leave for.....day(s) i.e.....  
to.....on account of .....  
.....and may also be permitted to leave the  
station/Headquarters for during the above period.

Thanking you,

Yours Faithfully,

Signature: .....

Full Name: .....

Designation: .....

Dated: .....