Pranav Pandey
143, Yamuna vihar, D-45, Kalinda Kunj
Shillong 1100087

10th April 2019

Mr. R.K Pathak
Purchase Mangaer
Titos herb Pvt Ltd.
D-89, TC Cottage House

Shillong 1199889

Subject: Leave application for my marriage

Respected, Madam/Sir

I am glad to inform you that I am getting married on 23rd April 2019 and for the prior preparation need to take the leave of 20days from 15th April 2019 to 05thMay 2019. As far as the work concerned, for that, I have talked to my junior and hand over all the working project files to her and make her understand them all during my absence.

Allow me for the leave of such days and Please find the invitation card for marriage and try to make it more nice by making your presence with your blessings.

Thanks for the consideration
Your’s Sincerely
Pranav Pandey