**CASUAL LEAVE APPLICATION**

Dated:

To

The Principal,

University College of Science,

Saifabad-04.

Sir,

 I am/was unable to attend the office on /from ………………………….to ………………………………..

due to …………………………………… I request you kindly to sanction Casual Leave( ) days for the above said date(s).

Yours faithfully

Total: …………………………………. Signature: …………………………………..

No. of days applied for ……………………………… Name: ……………………………………………

Balance: ………………………………………. Designation: ……………………………………