**Date:**

**To,**

**The Sectional Head,**

Department of Animal Genetics & Breeding,

Nagpur Veterinary College, Nagpur

**Subject**: Request application for two days casual leave… regarding

Respected Sir,

 In context to the subject cited above, I am going to outstation on date 17 and 18 January, 2022. So I am unable to attend my duties on the above said date.

 Hence it is kindly requested to give permission to leave the head quarter and sanction two days casual leave for the above said date.

Thanking you an anticipation,

Yours faithfully

**(D. V. Patil)**

Assistant Professor,

Deptt. Of AGB

NVC, Nagpur