

To

The principal
K.S. School of Engineering
and Management
Mallasandra off Kanakapura Road
Bangalore - 560109

Date: 08-11-2021

Through

The Head of the department
Department of Basic Science
K.S.S.E.M
Bangalore - 109.

Respected Sir,

Subject: Regarding Marriage leave.

With reference to the above subject
I Kusuma.M, Assistant professor, department
of Basic science, have my marriage on
November 13th and 14th, with this regard
I request you to grant the marriage
leave from 11-11-2021 to 20-11-2021.
Kindly consider and do the needful.

Thanking you

K. Kusuma M

Yours faithfully

Kusuma
(KUSUMA.M)

Forwarded to Principal sir,
for kind consideration.

AC Kesava
08/11/2021

Principal
08/11/21