

G. VENKATASWAMY NAIDU COLLEGE, KOVILPATTI – 628 502.

From

To

Ent.P.No.  
Sign.

G.Venkataswamy Naidu College,  
Kovilpatti – 628 502.

The Principal,  
G.Venkataswamy Naidu College,  
Kovilpatti -628 502.

Through : The HOD/The Office Superintendent

Sir,

As I have to attend to some personal work, I kindly request you to grant me one hour permission in the forenoon/afternoon of today.

Date :

Yours faithfuly,

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