

To

The Sr. Divl. Personnel Officer
Eastern Railway, Malda.

Sub :- Prayer for 10(Ten) days Leave Encashment.

Ref :- CPO/E.Rly./KKK's L/No. E.637/0/Pt.IV dtd. 03-10-2008 & Sl. No. 134/2008.

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Sir,

With due respect, I beg to state that I would like to visit on excursion to _____
on & from _____ to _____ with my family. In this regard Xerox
copy of my privilege pass/PTOs and sanctioned leave application are enclosed for ready
reference. My date of joining is _____.

You are, therefore, requested to kindly grant Encashment of Leave on average pay for
10(ten) days as per extant rule.

Thanking you,

DA : As stated.

Yours faithfully,