

Date: 09-02-2021

To,  
The Principal,  
K.S. School of Engineering and Management  
Bengaluru- 560109

Through,  
HOD  
Civil Engineering  
K.S.School of Engineering and Management  
Bengaluru- 560109

From,  
Kumari  
Attedar  
Civil Department  
K.S. School of Engineering and Management  
Bengaluru- 560109

Respected sir,

I am writing this application to bring this into your notice that I was suffering from abdominal pain and consulted a doctor and through tests, I came to know that I have Gallstones which needs to be operated and will have to take rest. It would not be possible for me to come to college for one month from Febrarury 1<sup>st</sup> 2021 to March 1<sup>st</sup> 2021. Please consider my situation and approve my leave. I shall be grateful.

Thanking you

With Regards,

Kumari

KUMARI

Enclosures:

- Medical Report

Forwarded to Principal

15. *Ravi* →  
11/2/2021

Kumari has undergone surgery for gall bladder  
Stones. ~~Pls~~ Kindly sanction the leave  
From Feb 1 /2021 to March 1 /2021

*W. Kelle*  
19/2/21

To

The Principal,  
KSSEM  
Bangalore.

Dear Sir,

This is to inform you that our attender Mrs Kumar  
has undergone surgery for gall bladder stones. Kindly  
Sanction her medical leave from 1/2/21 to 28/2/21

Thanking you,  
Yours sincerely  
M. Kelle

debit and EI and CI  
and allow one  
month Salary one  
FY kindly.  
26.2.2021.

RL - 17

CL - 8

Medical Leave - 8

1 < . Ram  
26/2/2021