

To  
The Director,  
CIFA Kausalyaganga  
Bubaneswara-751002

**Sub: Encashment of 10 days Earned Leave-Reg.**

Sir,

With reference to the subject cited above, I am to inform that I have applied \_\_\_\_\_ days \_\_\_\_\_ Leave w.e.f. \_\_\_\_\_ to \_\_\_\_\_ for availing HTLTC/AILTC for the block year \_\_\_\_\_ in lieu of b.year \_\_\_\_\_ for self /with family The outward/returned journey will be undertaken on \_\_\_\_\_ / \_\_\_\_\_ respectively.

Hence, I request that 10 days Earned Leave Encashment may kindly be Paid to me for the action of which I shall remain obliged.

Thanking you,

Date-

Yours faithfully

Place-CIFA,Kausalyaganga