

To
The Chairman
Hall Management Centre
IIT Kharagpur

Date: __ / __ / ____

Through Proper Channel.

Subject: Leave encashment

Respected Sir,

I would like to inform you that, I want to avail LTC/HTC to visit _____
between _____ to _____.

I want to encash 10 days leave for the said propose.

So I request, kindly sanction the 10 days leave encashment.

Thanking you.

Yours faithfully,

Name: _____

EC: _____ Desig: _____

Hall: _____