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To,

The Executive Secretary,  
AAJVS.  
Port Blair.

Sub: Requesting for permission to my children leave from VKV. hostel – reg.

Sir,

With due respect I state that my children staying and studying at VKV, Port Blair. Therefore, I request to you please give me permission for three days leave from VKV. hostel for celebration of Diwali.

Yours faithfully

Smti Shanti  
R/o. Habdipur, Port Blair.