

To

The Registrar  
National Sanskrit University  
Tirupati.

Sir,

Sub: Application for Encashment of Earned Leave for availing \_\_\_\_\_  
for the block year \_\_\_\_\_ – Requested – Regarding.

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I am availing the \_\_\_\_\_ for the block year \_\_\_\_\_ to  
go to \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_ in this connection,  
I would like to encash the 10 (ten) days Earned leave for as per the Government orders. I request you  
to kindly sanction me the leave encashment for ten days.

Thanking you sir,

Place:

Signature :

Date:

Name :

Designation :