From 3rd May, 2016

 Mr. Swethankh K.S.

Physiotherapist

Department of Clinical Services

AIISH, Mysore

To

The Director

AIISH, Mysore

Through

 The Head

 Department of Clinical Services

Sub: Sanctioning leave on medical ground-reg.

Respected Madam,

With reference to the above, I met with an accident on 30th April, 2016 wherein a car hit with my bike and my right leg got fractured. I was admitted in a hospital and underwent surgery for the fractured leg. I have been discharged from the hospital and the doctor advised me 45 days bed rest. In this regard, this is to kindly request you to grant me leave on medical ground for 45 days and permit me to take rest at my native place in Calicut, Kerala. A medical certificate from the doctor who has treated me is enclosed herewith for your kind consideration.

Thanking you,

 Yours faithfully

(Mr. Swethankh K.S.)