***Date-15.12.22***

**To**

**The Hostel Authority**

**ODM Public School**

**Patia, Bhubaneswar.**

**Sub:- Regarding Leave.**

Dear Sir,

This is for your kind information that My Son Acharya Soumya Priyadarshi Singh is studying in 11th Standard & staying in Amartya Hostel, Block-A , Shanti House -1 request your goodself, kindly please allow my son to leave **from 21.12.22, 4.00 PM to 23.12.22, 7.00AM (ONE DAY) due to “DEATH ANIVERSARY” of his Grandfather which is going to held at his native place Kendrapara.**

Please do the needful.

With regards,

***(Ramakanta Singh)***

***Parent***