

To
The Principal
ODM Public School
Sishu Vihar,
Infocity Road, Patia
Bhubaneswar-751024.

Kind Attention: Hostel Warden of Tagore House

Sub: Requesting to allow my son with local guardian and to stay 04 days from
23/01/2023 to 26/01/2023 to attend his sister's marriage ceremony.

Respected Sir,

With humble request, I, Prakash Chandra Sahu, father of **Shreyas Sankalp Sahu** staying in room number 003 (2nd Floor) at Tagore House would like to request you to kindly allow him to visit Home Town & stay with me 04 days from 23/01/2023 (F/N) at 11:30 hrs to 26/01/2023 (A/N) at 16:00 hrs to attend his sister's marriage ceremony and he will return back to the hostel on 26/11/2022 (A/N) by 16:00 hrs. I request you to allow my son with local guardian to stay with me during these days. I shall be highly obliged if you can accept my request and grant him leave for the above-said period. Please connect with me anytime on the below mentioned contact numbers for any clarification.

Father's contact number - 7008781360 / 9437154878

Mother's contact number - 8895257264 / 6371334068

Thank you.

Yours faithfully,


(Prakash Chandra Sahu)

Father of Shreyas Sankalp Sahu

Class-XI, Section: PIN 2,

Admission No.12491,

Staying in Tagore Hostel,

Room No.003 (2nd Floor)

ODM Public School.

Date: 16/01/2023.