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Sub: Compensatory leave request for MP Exam Evaluation

Sir,

I am writing to request a leave of absence on....., to fulfil my duties as an examiner for the Madhyamik Pariksha (MP) examination 2024. This leave is in accordance with the compensatory leave announced by the West Bengal Board of Secondary Education (WBBSE) for examination evaluation vide memo No: DS(C)/062/24 Date : 12.02.2024.

I assure you of my commitment ensuring minimal disruption to the school's activities during my absence. Thank you for your understanding to take necessary action and oblige thereby.

Sincerely Yours,