

6 January 2025

To
The Manager,
bdCalling It Ltd.
Banashree, Dhaka

Subject: Application for one day casual leave Casual

Respected HR,

I am writing to request a casual leave of one days for **4 January 2025** due to my home exchange from Mirpur to Banashree. I have also discussed with my team leader Palash Chandra Barman, who has kindly agreed to handle my responsibilities during my absence.

I request you to kindly consider my application and grant me the leave.

Sincerely,
Md. Abdul Satter,

Id: 19246