

To,
The Manager,
SparkTech Agency,
Date: 28 October 2025

Subject: Application for Half-Day Leave (Second Half) Due to Sickness

Dear Manager,

I am feeling unwell and would like to request **half-day leave for the second half of today (28 October 2025)** to rest and recover.

I apologize for any inconvenience this may cause and sincerely appreciate your kind understanding.

Thank you for your consideration.

Sincerely,
Mohammad Asraful Islam Masum
Jr. Frontend Developer
Employee ID: 19513
Contact Number: 01333378337