

To,

The Manager,

SparkTech Agency,

19 October, 2025

Subject: Application for Leave on 18 October 2025

Dear Manager,

I hope this message finds you well. I am writing to formally request leave for 18 October 2025, as I was unable to attend work due to illness. Unfortunately, I was not in a condition to inform you in advance.

I kindly request you to consider my absence as approved sick leave and update the attendance records accordingly. I have now recovered and resumed my duties, and I assure you of my continued dedication and commitment to my responsibilities.

I sincerely apologize for any inconvenience caused and appreciate your understanding.

Sincerely,

Mohammad Asraful Islam Masum

Jr. Frontend Developer

Employee ID: 19513

Contact Number: 01333378337