

Date: 20.10.2022

To,

Project Coordinator

Tech Valley Solutions Ltd.

Subject: Leave application for urgent piece of work

Dear Sir,

With Due respect, I want to state that I have some urgent work at my home. So I can't attend the office on 23rd October 2022.

Therefore I request you to kindly grant me leave for one day i.e. on 23rd October 2022, I will come back to the office from the next day.

Thank you for your consideration.

Best Regards,

Ismayel Hossen