

29 January 2019

To

Managing Director

Digital Marketing Solution (Pvt.) Ltd.

Nigar Plaza, flat # 6/A, Level 7, Rd # 02, Sec # 03,

Rajlakkhi Uttara Dhaka,

Subject: Application for one day leave.

Dear Sir,

I am Jarin Farhad. I am working as an intern in your company for almost half month. Tomorrow there is a marriage ceremony of my cousin. In this situation it is very important for me to attend that function.

So, therefore I hope that you will grant me one day leave for tomorrow.

Sincerely your employee

Jarin Farhad