07 February 2019

To

Managing Director

Digital Marketing Solution (Pvt.) Ltd.

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

Rajlokkhi Uttara Dhaka,

Subject: Application for three days leave.

Dear Sir,

I am Jarin Farhad.I am working as an intern in your company for almost one month. On Sunday I have to go out of town for 3 days from Wednesday I will continue my office. In this situation it is very important for me to go.

So, therefor I hope that you will grant me 3 days leave from Sunday to Tuesday.

Sincerely your employee

Jarin Farhad