

27.10.2021

The Director  
Mysoftheaven(BD) L.t.d.

Sub: **Permission to Run Online Office Activity for Medical Issue.**

Dear Sir,

It is humbly stated that I am working as a Customer Service Officer in your company. I have always tried to perform my job honestly. This is to inform you that My Husband going to have a surgery tomorrow as per the doctor's advice. He will be kept under observation for a week after the surgery. For that reason it will be not possible for me to be present in the office from Saturday to Monday. If office authority allow me to take my office mobile and laptop then I could run online office activities from the hospital.

With due respect I request you to kindly permit me to run online office activities for some certain days. Thank you.

Regards,

**Sukanya Barua Prachi**

Customer Service Officer

Contact no: 01533933852

Signature: