

Date: 06-12-2025

To,

The HR Department

SparkTech Agency

Level-6, Aqua Tower 43, Dhaka 1212

Subject: Request to Two-Day Leave on 08-12-2025 to 09-12-2025.

Dear Sir/Madam,

I am writing to request approval of one day of leave taken on 08-12-2025 to 09-12-2025 due to an urgent family matter. I was unable to inform in advance and apologize for the short notice.

I kindly request you to regularize the leave for the stated date.

Thank you for your consideration.

Sincerely,

Md Jowel Ahmed

Employee ID: 19342

Binary Bards Department

Signature: _____

Signature: _____