

Oshan Ediriweera
CAS-387
69, Weragama Road,
Wadduwa.
05 April 2025

Mr. Vishwa Silva
Head of Development
Value Chain & Mobility Solutions
Toyota Lanka (Pvt) Ltd
No. 337, Toyota Plaza,
Wattala

Dear Sir,

Request for Leave

I hope this message finds you well.

I am writing to kindly request leave for the 7th of April 2025, as I have been informed by the Examinations Branch of the Sabaragamuwa University of Sri Lanka to collect my degree certificate on that day.

I would be most grateful if you could consider and approve this leave request.

Thank you very much for your understanding and support.

Yours sincerely,



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Oshan Ediriweera