

To

Rafsan Hossain

Dotted Supervisor

STA

Banasree, Dhaka

Subject: Application for Leave

Dear Rafsan Hossain,

I am writing to inform you that due to some personal reasons, I was unable to attend the office from **14-08-2025 to 17-08-2025**. Out of these days, my previous 2 off days were not counted, so I have availed a total of **2 days' leave**.

Therefore, I kindly request you to approve my leave for the mentioned period.

Thanking you in anticipation.

Yours sincerely,

Momtaj Uddin

Front end Developer

Employee ID : 19198