

There are 6 parts:

1. Heading: The Writer's address: 3 lines:
  - i. Apartment address + Street Address R#:5C05, 141\*142, Love Road
  - ii. Name of the area, City, Post code, Country Tejgaon Industrial Area, Dhaka-1208
  - iii. Date: 05.01.2021
2. Inside Address: The Receiver's address: 4 lines
  - i. Name + Designation Mr. X, Managing Director Md. Mahinul Kalam, Ayesha Siddika
  - ii. Name of the company
  - iii. Apartment address + Street Address
  - iv. Name of the area, City, Post code, Country

Subject: Praying for leave of Absence

3. The Salutation: Dear Mr. Kalam, Dear Ms. Siddika, :

Subject:

4. The Body:
5. Complementary Close: Sincerely yours, Yours sincerely,
6. Signature:



Md. Iftekhar Arafath

Enclosure:

Attachments:

1. SSC Certificate
- 2.
- 3.

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