

Date: 17/06/2025

To

The Managing Director
MySoftHeaven (BD) Ltd.
Dhaka, Bangladesh

Subject: Request to Discontinue Office Lunch

Dear Sir,

I hope you are well. I am writing to kindly request the discontinuation of my office lunch service starting from **18/06/2025**.

Due to personal preference, I have decided not to continue with the lunch facility provided by the office. I would appreciate it if the necessary arrangements could be made accordingly.

Thank you for your kind understanding.

Sincerely,

Md. Ahaduzzaman Apon