

Date: 29/ 09/ 2025

To: Sahinur Islam, Department Head

Subject: Application for Casual Leave

Dear Shahinur Bhai,

I would like to request casual leave for the dates **24th, 26th, and 27th September**, as I was out of Dhaka city on those days. I had informed you about my leave in advance.

Kindly approve my casual leave for the mentioned dates.

Sincerely,

Asir Faysal

ID: 19921