

House 12, Phase 2, Ixora Park Estate,

Arch Rotimi Akindipe Street,

Ikate Elegushi.

10th March, 2025.

HR Department,

Speedpay Finance Nigeria Limited.

4c, Idowu Martins Street.

Dear Ma,

#### REQUEST FOR EXEMPTION FROM WORK ON THURSDAYS

I hope this letter finds you well. I am writing to formally request permission to be absent from work on Thursdays due to financial difficulties. It has become increasingly challenging for me to cover transportation and other expenses.

I remain fully committed to my duties and will ensure that my responsibilities are effectively managed on the other workdays. I kindly seek your understanding and approval of this request. Please let me know if any further discussion is needed.

Thank you.

Yours Faithfully,

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Nwanoroh Chidera