Dear Mr.John,

I am writing to ask for 3 days off from my work. As you know that I am still preparing for the next TOEIC exam in the evening.

I want to take 3 day off for preparing and set for that. After considering this issue, I would like to work overtime after my absence from March 22 to March 24.

I would appreciate if you could be helpful and understanding. Since I am satisfied with my job for your company, I look forward to accomplishing great improvements in my work for the future of our company.

Thank you in advance for considering my situation.  
  
Yours Sincerely,  
  
Loi

Dear Sir,

I am writing this letter to inform you about a laptop that I lost during my holiday trip when I was in Da Nang between 22 March 2018 to 27 March 2018. The laptop is an Dell Inspiron 15, its price is 12 milions VND. I had an insurance coverage for my laptop from you company.

I lost it in Garden Hotel. I try searching for it but not successful. Since I hold an insurance cover for laptop I would like to claim insurance amount for the lost laptop

I look forward to hearing from you.

Regards,

Loi