

To:  
The Managing Director  
TIC Limited

Subject: Leave Application for 15th and 16th October 2025

Respected Sir,

I hope this message finds you well. I am writing to inform you that I am facing a family emergency which requires my immediate attention. Therefore, I kindly request two days of leave on 15th and 16th October 2025 to attend to the situation.

I will ensure that all my current work and responsibilities are up to date before my absence,. I plan to resume duties on 17th October 2025.

I apologize for any inconvenience caused and sincerely request your kind approval for the above dates.

Thank you for your understanding and support.

Warm regards,  
Aktaruzzaman Sagor  
Digital Marketer  
TIC Limited  
Contact: 01403080981