

Subject: Application for Christmas Holiday Leave (28–30 December 2025)

Dear Sir,

I hope this message finds you well.

I would like to respectfully request leave on the occasion of **Christmas** from **28 December to 30 December 2025**. I would be grateful if you kindly approve my request for these three days.

During my absence, I will ensure that all assigned responsibilities are properly managed and any pending work is completed in advance so that regular operations are not affected.

I sincerely appreciate your kind consideration and support.

Thank you.

Yours sincerely,

Heaven Sarder

Wordpress Developer

Mediasoft Data Systems Limited