

The CEO,  
Hoffenheim Technologies,  
Block B4 322, HFP East-  
Line Complex, Abraham  
Adesanya, Ajah, Lagos.  
Date: 16th August, 2021.

Good Afternoon Sir,

**Subject: 2 days leave of Absence**

I kindly request for a 2 days leave of absence to attend a marriage ceremony of my very good and close friend. I have to attend the function because as his close friend I am privileged to be his best man.

I will be very obliged if you allow me to take the leave for 2 days, starting from Thursday 19th August 2021 to 20th August 2021. This is as a result of the venue not being in Lagos. I am very sorry for all inconvenience my absences might cause but I promise to resume my necessary duties at the office on Monday 23rd August 2021.

Anticipating your positive response.

Yours Faithfully,

A handwritten signature in black ink, appearing to read 'Abiola Mishaal', with a stylized flourish at the end.

Abiola Mishaal