

December 4, 2023

Chairman

API Solutions Ltd.

Subject: Request for Extension on Document Submission

Dear Sir,

I trust this letter finds you in good health. I am writing to request an extension for the submission of my pending academic certificates and other essential documents required for our company records. Unfortunately, due to unforeseen circumstances, the completion of my graduation is still pending, making it hard to provide these papers within the given time.

I want to assure you that I am doing my best to complete my graduation, and I am set to finish next month. I kindly request your understanding and support to extend the deadline until February 2023 for submitting the required documents.

I understand how important it is to keep accurate records in the company, and I am working hard to get all the necessary paperwork. Your help in granting this extension will make it easier for me to meet all the company's requirements. I appreciate your understanding and thank you for your support.

Thank you for your time and consideration. I look forward to your guidance on this matter and sincerely appreciate your continued support.

Sincerely,

G. M. Nazmul Hussain

Sr. Frontend Developer

API Solutions Ltd.