

To,  
The HR Department,  
Lecture Publications LTD.  
39 Purana Paltan, Majumder House (5<sup>th</sup> Floor), Dhaka-1000.

Dear sir,  
I am **Rashel Hossain** ID No. 03-2019-2094 requesting to you a valuable support. On the personal level or official I really need your collaboration. Unfortunately, for the study purposes I badly have to leave two hours ahead from the right working hour two days on every week. These days are Sunday and Thursday (may be changed by university schedule) in different semester. Respectively, it will be continued end of 2020.

Consequently, I am ascertaining you, I am **Rashel Hossain** won't be partaking any counteract with the company. Hence, whilst company feels lack of mine I won't leave on that day.

Sincerely yours,  
Rashel Hossain  
ID No. 03-2019-2094  
Binding Machine, Production.  
Lecture Publications LTD.