

Muhammad Arsalan Aftab arsalanaftab191@gmail.com 05-11-2024 Sir Kamran HR CODE DAZZLE Dear Kamran, I hope this message finds you well. I am writing to formally request leave from the office for 6, 7, and 8 November 2024, Wednesday, Thursday, and Friday this month. I have two pending off days from this month and one from last month, and I would like to adjust my leave accordingly. The reason for my leave is that I will be attending the Raiwind Ijtema during this time. I assure you that I will ensure all my responsibilities are managed before my leave, and I will be available to address any urgent matters via email if necessary. Thank you for considering my request. I look forward to your positive response. Best regards, Muhammad Arsalan Aftab Frontend Developer 03010209887