Date: 12/05/2020

To :

Sub:

Dear sir,

We, company name, would like to inform you that Mr. SAJEER EK , holder of Indian passport number (11111) is working with us. He was sent to India for ***family visit*** on 30 December 2019.As of coming June 2020, his 6 months is going to complete. As the flight is suspended he can’t return to UAE on or before June and also can’t return until the further notification on restart of flight services. So we are kindly requesting to issue his entry permit whenever the flight has restart its service.

Thanking you,

Company name

Signature

Seal