

To New Era University College

Date: 31st May 2023

Subject: Application for Attending a Family Event

Sir,

I would like to bring to your notice that I, Wong Jing Kai will not be able to attend school for the upcoming 2 days as I am travelling to Johor Bahru with my family to help my sister move into her new place.

I would kindly request you grant me leave for the 1st and 5th June 2023. I will be highly obliged.

Your's truly,

Wong Jing Kai