

Ahmad Khalis bin Halimi
22, Jalan Damai Budi 7,
Alam Damai, Cheras,
56000 WP Kuala Lumpur.

26th May 2022

Suite 11-14, Helicopter Centre,
Malaysia International Aerospace Centre,
Sultan Abdul Aziz Shah Airport,
47200 Subang, Selangor Darul Ehsan.

APPLYING FOR EMERGENCY LEAVE

Dear Puan Zaty,

I am writing this letter to request a leave of absence from work due to my vehicle breakdown in this morning. I would like to take leave of absence from office for 0.5 day which is on 26 May 2022.

I will resume my work after the maintenance on my vehicle completed in workshop by this afternoon. I hope you will understand and grant me leave of absence on the date mentioned.

Thank you for your time and consideration.

Sincerely,

khalis

(Ahmad Khalis bin Halimi)

CAMO Planner

GALAXY AEROSPACE (M) SDN BHD