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43100 Hulu Langat
Selangor Darul Ehsan

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

12 March 2024

Dear Pn. Zaty,

Subject: Emergency Leave Application for Child's Sickness

Refer to the above matter, this letter to inform you that my child is unwell and has been diagnosed with sore eye by doctor at Megaklinik Zahran yesterday (11 March 2024). I kindly request you to grant me emergency leave on 12 March 2024 to attend to my child as well to avoid her from attending school preventing the spread of the infection to her classmates.

I understand the responsibilities of my position and have made arrangements for Nur Hanis binti Rahimuddin to handle my tasks during my absence. I assure you that my responsibilities will be taken care of and there will be no disruption in the work.

I will be reachable by email and phone if there are any urgent issues that need my attention.

Thank you for your consideration on this matter.

Regards,

Husna

Nurul Husna binti Zainol Abidin
CAMO Planner
8227