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

27 May 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 having a fever with temperature of 38-39 degree Celsius from 26-27 May 2024. I kindly request you to grant me emergency leave on 27 May 2024 to attend to my child as well to avoid her from attending daycare preventing the spread of the infection to other kids.

I understand the responsibilities of my position and have made arrangements for Nur Hanis binti Rahimuddin to monitor my protégé Muhammad Badreen Ali in handling 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