

Amira binti Zakaria,
26, Jalan SS7/18,
Kelana Jaya,
47301 Petaling Jaya,
Selangor.

25 August 2023

Attn: En Omar bin Ahmad

Salam En Omar,

APPLICATION FOR EMERGENCY LEAVE

I would like to apply for emergency leave as per below detail:

Date : 25 August 2023
Day : Friday
Time : 1400-1730hrs
Reason : Personal matter

Your kind cooperation in approving my application is highly appreciated.

Thank you.

Yours sincerely,

Amira Zakaria

(AMIRA BINTI ZAKARIA)