

To,

Zaty Nadhira Mohamed Zuhari  
Continuing Airworthiness Management Manager  
GALAXY AEROSPACE (M) SDN. BHD.  
Lot 11-14, MRO Centre, Malaysia  
International Aerospace Centre, SAAS Airport,  
Subang, Malaysia

21 APRIL 2021

**Subject: Leave application due to personal reasons**

Dear Madam Zaty,

I am Muhammad Fikry and I am working as a CAMO Planner (PROTÉGÉ) at PGU. The reason for writing this application is that due to some personal. Please grant me leave on 22 April 2021. I will complete all my pending work when I come back.

Yours Sincerely,  
Muhammad Fikry