Nur Hanis Binti Rahimuddin

Jalan Selasih 5, Saujana Utama 3,

47000 Sungai Buloh,

Selangor

10th September 2021

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 personal reason. I would like to take leave of absence from office for 1 day which is on 10 September 2021.

I have handed over my responsibilities to Nurul Husna, Technical Record Officer and I am very sure she can handle my responsibilities well in my absence. I hope you will understand and grant me leave of absence on the date mentioned.

Thank you for your time and consideration.

Sincerely,

 *hanis*

(Nur Hanis Binti Rahimuddin)

CAMO Technical Record

GALAXY AEROSPACE (M) SDN BHD