

Nur Hanis Binti Rahimuddin  
Jalan Selasih 5, Saujana Utama 3,  
47000 Sungai Buloh,  
Selangor

18<sup>th</sup> May 2022

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 0.5 day which is on 18 May 2022.

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