

Noraisyah binti Izani,
26-04-01 Apartment Kiambang,
Jln. Metafasa U16/3,
Taman Bukit Subang,
U16 Shah Alam 40160,
Selangor.

Galaxy Aerospace (M) Sdn. Bhd.
No. A-01-02, Blok A,
Bangunan Perdagangan Siera Ara Damansara,
Jalan PJU 1A/5A, Ara Damansara,
47301 Petaling Jaya Selangor.

Sub : Leaves Application for Further Studies.

Dear Sir/Madam,

I am seeking for a study leave to join the Conversion Program from Cat A to Cat B1.1/B2 by the Asia AeroTechnic Sdn. Bhd. As I believe this program is an opportunity for me to fulfill my ambition to become a Licensed Aircraft Engineer.

I would like to request you to grant four months of leave for the duration of my studies which will commence from 17th of January 2022 to 17th of May 2022.

I do believe this move is beneficial for both me and the organization. Furthermore, I have briefed the head of department and the person in charge for the bomba operations and they have no objection upon my request.

I kindly ask you to consider my request, and I shall be indebted to you for approving my study leave application for the 'Conversion Program'. Attached to this letter are the program acceptance letter and other related document for your reference.

Thanking you in anticipation.

Yours faithfully,



NORAISYAH BINTI IZANI
(APPLICATOR)