

The Managing Director,
Revir,
House 125, Lane 05, New DOHS
Mohakhali, Dhaka-1206

Subject: Application for Casual Leave for One Day.

Dear Sir,

Respectfully stating that i, Kh. Ashiqur Rahman, am an employee of your office serving as programmer I write this letter to request you to grant me one day leave from office, as i shall not be available for official services on 29th July, 2016, due to some personal issues. I request you to grant my leave request and give me a chance of gratefulness.

Thank you

Kh. Ashiqur Rahman Sakib
Programmer.