Date: 06-04-2024

To,

Human Resource Department

MEP Group, Hatkhola, Barishal

Medium: Fan Quality Control Department.

**Subject: Leave Application for My Marriage Ceremony**

Dear Sir,

Take my Salam. I am writing to request leave for my upcoming wedding, which is scheduled for 13th April to 19th April I kindly request leave from **Factory Opening day (approximately 15th April) to 18th April** to make the necessary arrangements and participate in the wedding ceremonies.

My fiancé and I will be traveling to my home District for the wedding, and we have several pre-wedding events planned. I assure you that I will complete any pending work and ensure a smooth handover to my colleagues before my leave.

I appreciate your understanding and support during this special time in my life. Please let me know if you require any additional information or if there are any concerns. I can be reached at 01929816797or Rahatrabbi3@gmail.com

Sincerely,

Md. Rahat Hossain Rabbi

Bearing ID-13134

Assistant Engineer

Quality Control Department

MEP Fan LTD.