Ok ,will be share on same format..

Thanks

On Wed, May 26, 2021, 12:22 <[awais@ctc.org.pk](mailto:awais@ctc.org.pk)> wrote:

Dear Madam,

Your kind endorsement is requested on the below leave request.

Regards,

Awais Khan

HR Officer

CHIP Training & Consulting (Pvt) Ltd.

Plot 1, Street 9,  G-8/2, Islamabad, Pakistan.

Tel: [+92-51-111-111-920](tel:+92%2051%20111%20111%20920), Cell: Cell:0340-8442573

**From:** Ikram Ullah Juniad <[ikjuniad.khan@gmail.com](mailto:ikjuniad.khan@gmail.com)>   
**Sent:** Tuesday, May 25, 2021 4:22 PM  
**To:** [baigr@who.int](mailto:baigr@who.int)  
**Cc:** [awais@ctc.org.pk](mailto:awais@ctc.org.pk)  
**Subject:** Request for Emergency leave

Respected Madam:

It is stated that My Sister in Law has been died,I have to attend her Funeral ..

Request for Emergency leave on 25/5/2021..

I will be grateful to you .

Regards Ikram-TPO CDA Islamabad