Ok ,will be share on same format..

Thanks

On Wed, May 26, 2021, 12:22 <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, Cell: Cell:0340-8442573

**From:** Ikram Ullah Juniad <ikjuniad.khan@gmail.com>
**Sent:** Tuesday, May 25, 2021 4:22 PM
**To:** baigr@who.int
**Cc:** 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