

5/16/25

Request Letter for Day off

SVmore Group Corporation Ctr.

#16 Scout Tuazon cor. Roces Ave. Quezon City

Dear, Ma'am /Sir

I would like to ask permission for a day off from work on (July 1, 2025 - July 31, 2025).
Rest assured that I will be available to work after that day.

I am hoping that you would consider my request, and I will be waiting for your response

Thank you.

Sincerely, 

Christian M Sanchez

P.A/Driver1

Pharma Nutria N.A, Inc.

Cp#0991-712-7120

Santillana, Jumarc D.

Immediate Superior