

Veronica Lourds A. Deldio  
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Quezon City, Metro Manila, 1103  
veronica.deldio@svmoregroup.net  
0921-395-1972  
July 12, 2024

Mary Jane P. Valencia  
SV More Group Corporate Center  
No. 16 Scout Tuazon corner Roces Avenue,  
Quezon City, Metro Manila

Dear Ma'am Jane,

I hope this message finds you well. I am writing to formally request vacation leave from July 29th to August 2nd, 2024. This leave is necessary as I have planned a trip that has been booked since November 11, 2023, following the successful completion of my board exam.

I understand the importance of ensuring that my absence will not disrupt operations. Furthermore, I assure you that I will complete all pending tasks and ensure everything is in order before my departure.

Please let me know if there are any concerns or if further information is needed to process this request. I appreciate your consideration of my request and look forward to your approval.

Thank you for your understanding.

Sincerely,

Veronica Lourds A. Deldio  
Regulatory Associate