

April 28,2023

Jobilee Foronda-Estrevencion

Manager

Sales Force Department

SV More Pharma Inc.

Dear Miss Jobi,

Greetings!

I am writing this letter for Emergency leave, and I am fully aware of the memo that states a deduction. Today was supposed to be our summer outing for year 2023, due to family emergency last night I wasn't able to join today. My father who is a senior citizen, is not feeling well and we scheduled him for check up to his Urology Doctor this morning and I am the only one who can accompany him to his appointment.

Hoping for your consideration and approval. Thank you.

Kind Regards,

Arlyn Girlie Bantiquete

PMR (SV-ILO CITY)