



TEACHING
MORE THAN JUST
Swimming



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Date: 23rd March 2018

To whomsoever it may concern,

Dear Sir/Madam,

RE: REQUEST FOR LEAVE FOR PARTICIPATION IN ASUM/NSC/MILO JUNIOR SPLASH SWIM 2018 – LEG 1

As a representative of D Swim Academy, I hereby request you to please accept this letter as a written notification that _____,
NRIC/Passport No. _____ will need leave for three (3) days to participate in ASUM/NSC/MILO JUNIOR SPLASH SWIM 2018 - LEG 1.

Event Date : 11th – 13th May 2018

Please let us know if we can provide any further information and thank you for your kind consideration.

Yours sincerely,
D SWIM ACADEMY SDN BHD