



Date: 21st February 2019

To whom it may concern,

Dear Sir/Madam,

RE: REQUEST FOR LEAVE FOR PARTICIPATION IN SPORTEXCEL/MILO/NSC/ASUM JUNIOR SWIMMING CIRCUIT 1ST LEG 2019 IN SHAH ALAM

As a representative of DSA Swimming Club, I hereby request for your kind cooperation to accept this letter as a written notification that _____, NRIC/Passport No. _____ will need leave for TWO (2) days to participate in the above mentioned swim meet.

- Event Date : 13th – 14th April 2019

Please contact us shall you require any further information and thank you for your kind consideration.

Yours sincerely,
D SWIM ACADEMY SDN BHD

DSA Swimming Club