



TEACHING
MORE THAN JUST

Swimming



D Swim Academy Sdn Bhd

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Date: 15th October 2025

To whom it may concern,

Dear Sir/Madam,

RE: REQUEST LEAVE FOR 15TH NOVICE SWIM MEET 2025

As a representative of DSA Swim Clubs, I hereby request for your kind cooperation to accept this letter as a written notification that _____, NRIC/Passport No. _____, will require release from school for TWO (2) days to participate in the above-mentioned swim meet.

- Competition Date : 29th November & 30th November 2025
- Venue : National Aquatic Centre, Bukit Jalil

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

Yours sincerely,

D SWIM ACADEMY SDN BHD