Miss Musachi Ketty,

 0777 451 199

 musachiketty99@gmail.com

 Garden,Plot 1268/N

 29th,April,2025.

Request for Leave: 24th July – 24th August

Dear Miss Mvula Musankabala Natasha,

I hope this message finds you well. I would like to formally request leave from 24th July to 24th August 2025 for two important personal commitments.

Firstly, I am required to attend a family wedding in Lilongwe, Malawi, on the 27th of July. I would need to be there by the 26th to assist with preparations and remain for at least a week afterward to support family engagements.

Secondly, I will be attending school obligations from 11th to 22nd August, which will require my presence throughout that period [distance students must attend,residentials are not optional]. I plan to travel back to Lusaka by the 23rd and will be ready to report back to work on Monday, the 24th of August.

I have ensured that this period aligns with both the wedding and school responsibilities, and I will make arrangements to ensure a smooth transition before I leave. I am happy to assist in planning how my responsibilities can be managed during my absence.

Thank you for considering my request. Please let me know if you need any additional details or if you'd like to discuss coverage during this period.

Yours sincerely,

Musachi Ketty,



CS/RV TeamLead.