**NGUYEN THANH NAM**

A: Tan Binh, HCMC

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**APPLICATION FOR LEAVE OF ABSENCE**

**Subject: Leave Application for Half a Day**  
 14\* June 2019

* **Mr. Donal Trump**
* HR Manager
* ABC Apartment

Dear Mr./Mrs. **{Recipient’s Name}**,  
  
I am writing this letter to inform you that I will not be able to come to work on time on **{Date}** as I have an appointment with my dentist. Since the appointment is in the morning, I will come to the office around 2 PM and try to get as much work done as possible.  
  
I am sure the team will handle everything exceptionally. Please contact me if you have any doubts or queries about the current project.  
  
Sincerely,

**Nguyen Thanh Nam**