

Machala, November 14 2024

Magister Cinthia Chica Gomez

SEDUIN MANAGER

Dear Magister Chica Gomez,

I hope this message finds you well. I am writing to formally request permission to be absent from my duties on Friday, November 15th, as I will be participating in the "Torremar Poetry Contest," an event of considerable importance.

Given the nature of the contest, it is essential for me to be present. However, I have taken the necessary steps to ensure that my absence will not cause any disruption to the ongoing activities. I have coordinated in advance with Subinspector, who has kindly agreed to take over my responsibilities for the day, ensuring that all tasks and obligations will be duly managed during my absence.

I trust that this arrangement will be satisfactory, and I appreciate your understanding in granting this permission.

Thank you once again for your consideration and support.

Yours sincerely,

A handwritten signature in black ink, appearing to read "Jeffrey". The signature is fluid and cursive, with a long horizontal stroke at the end.

Jeffrey Pizarro Calderon

English Coordinator.