

Everyone's Smart University

Assignment 1 (Spring 2021)

Student Name.....Aish Mohsen Mahdi..... اسم الطالب.....

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Section

Bachelor

Date

18 / 02 / 2021

Course Code

(ENG101)

English Language

Dear H.R Department,

Greetings

This is Aish Mohsen employment code 1273, Yemeni national, I would like to submit my letter to remind you about my family visa from Yemen, I have two children (boy & girl), as you know my contract which signed from both sides mention that “the company will provide me visa for my family after my probation period” which already finish.

I do really appreciate your prompt response and appropriate action.

Best Regards

Aish Mohsen