

To:

Human Resource Department

JLG Centrix Sdn Bhd

Wisma Chase Perdana, Kuala Lumpur

13th August 2026

Dear Sir/Madam,

Subject: Request for Exclusion of Season Parking Payment

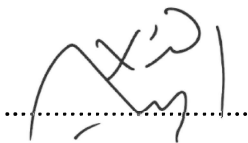
I would like to formally request the **exclusion of season parking payment for a period of two (2) months, starting from 1st August 2026 until 30th September 2026**. This request is due to my temporary relocation to the **Cainiao project**, where I am currently serving as the **Property Manager** until a permanent replacement is appointed.

Given the nature of this temporary assignment, I kindly seek your approval for the exclusion of the parking fee deduction during this period, with the adjustment to be reflected accordingly in my payroll records.

Should you require further clarification, please do not hesitate to contact me.

Thank you for your kind consideration.

Yours sincerely,



Nora Amira Md Nor

S.Executive cum Property Manager

JLG Centrix Sdn Bhd

Acknowledge receipt on 13/8/2026

