**\_\_\_(date)\_\_\_\_\_\_**

\_\_\_\_(**Name of SDS/ASDS)\_\_\_\_**

**\_\_\_\_(Position title)\_\_\_\_\_**

**\_\_\_(name of division)\_**

**\_(Sir or Madam)\_**:

This has reference to the request for the commutation of terminal leave of **\_\_\_(name of applicant for TLB)\_\_,** \_\_**(position title)\_**in that Division.

Perusal of the documents reveal the following shall be submitted/checked before appropriate action can be taken thereon:

1. **\_\_\_(Enumerate the discrepancies)\_\_**

Very truly yours,

\_\_\_\_**(signatories)\_\_\_\_\_\_**

**TEAHUB Ref. No.:**

Ps/