

Dear Youth Commission,

After our meeting on May 20th, I am submitting my formal request for a leave of absence from my position as Mayoral Appointee and Vice Chair of the Civic Engagement and Education Committee of the Youth Commission. My time away from work will be from May 27th to June 30th.

If my request is approved, I am more than willing to help prepare a plan of action to take care of my job responsibilities while I am away from the job. If needed, I can be available by phone or email to provide help in answering any questions that may arise.

If you need any additional information, please let me know. Thank you for your time in discussing the leave with me and for considering my request.

Sincerely,

Isabella Perez