

*Dear Youth Commission,*

*After our meeting on June 10th 2024, I am submitting my formal request for a leave of absence from my position as the District 3 Youth Commissioner of the Youth Commission. My time away from work will be from June 12th to June 17th.*

*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,*

*Kelly Wu.*