

Dear Youth Commission,

After our meeting on June 5, I am submitting my formal request for a leave of absence from my position as co-legislative affairs officer and mayoral appointee of the Youth Commission due to my school responsibilities. My time away from work will be from June 5 to July 24.

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,
Raven Shaw