horizontal line

**Permission Request Letter For Leave**

**Samantha Green  
789 Westend Road  
Mapleton, OR, 97453  
s.green@email.com  
(678) 901-2345  
April 2, 2024**

**To,  
Mr. Kevin Brown  
Manager  
Bright Futures Early Learning Center  
1234 Education Lane  
Mapleton, OR, 97453**

**Subject: Leave of Absence Request**

**Dear Mr. Brown,**

I hope this message finds you well. I am writing to formally request a leave of absence due to personal reasons. Specifically, I need to attend to a family matter that requires my presence out of state. Consequently, I am requesting leave starting from April 10, 2024, through April 24, 2024.

Understanding the potential impact of my absence on the operations at Bright Futures Early Learning Center, I have taken proactive steps to mitigate any disruptions. I have prepared detailed lesson plans for the duration of my absence and arranged for Ms. Jane Doe, a qualified substitute teacher and my trusted colleague, to cover my classes. Ms. Doe is familiar with our curriculum and has kindly agreed to ensure continuity in the students' learning experience.

I believe this plan will maintain the high educational standards of Bright Futures Early Learning Center and minimize any inconvenience my absence may cause. I am committed to resuming my duties promptly on April 25, 2024, and will ensure a smooth transition back to my responsibilities.

I am grateful for your understanding and support regarding this matter. Please let me know if there are any forms or additional information required to process my request. I am ready to assist in any way to facilitate this process further.

Thank you for considering my request for a leave of absence. I look forward to your positive response and appreciate your assistance in this matter.

**Yours sincerely,  
Samantha Green**