
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