

February 18, 2025

Dear Mrs. Swartz,

I am writing to formally request a leave of absence, per our discussion held during an appointment on February 14th, 2025. I am requesting the leave of absence from my teaching position at Scotia-Glenville Middle School for the upcoming school year, 2025-2026.

I appreciate your understanding and consideration of my request.

Thank you for your time and support.

Sincerely,

*Emily Taft*