

To whom it may concern:

September 2, 2025

I hope this message finds you well. I am writing to formally request a leave of absence starting September 20th, 2025 through the school year due to personal family matters.

I will ensure that all my responsibilities are managed before my leave, and I am happy to assist in transitioning any urgent tasks to colleagues during my absence. Please let me know if you need any additional information or documentation to process this request.

Thank you for your understanding and support.

Sincerely,

Kim Navarre

*Kim Navarre*  
*Sept 2, 2025*

*Acknowledged*  
*[Signature]*

