

September 16, 2020

Arrowhead Economic Opportunity Agency  
Paul Carlson, Executive Director  
702 3<sup>rd</sup> Avenue South  
Virginia, MN 55792

Dear Mr. Carlson:

I am requesting:

- Unpaid Leave
- Paid Leave

I plan on returning to work on \_\_\_\_\_.

The reason for my request is \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If the request is for a medical reason, please attached a medical excuse from your healthcare provider.

Thank you for your consideration of this request.

Respectfully submitted,

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Employee #

\_\_\_\_\_  
Department