

Request For Advanced Sick Leave

Date: _____

_____, Postmaster
United States Postal Service

_____, Nevada _____

Dear Postmaster _____

My name is _____, and I am a City Letter Carrier assigned to the _____ station.

The purpose of this letter is to request an "Advancement of Sick Leave" due to serious disability or ailments (medical certification attached) in accordance with the ELM. I am requesting that you advance me _____ hours of sick leave for recuperation.

I respectfully urge that you give favorable consideration to this request as I truly wish to return to full duty as soon as possible and hope not to experience financial hardship during my convalescent period.

I appreciate the time and effort you devote to this request and anticipate a prompt response in this matter.

Sincerely,

_____, Nevada _____
Telephone _____