

## 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 \_\_\_\_\_