



Executive Le Tip of West Los Angeles

Members, please use this form to notify the Vice President of your future absence(s). Please fax it to the number below. **Note:** this is NOT to be used to request a LEAVE of ABSENCE. If you are requesting a Leave of Absence, please write your request letter and present it to a Member at Large.

DATE:	
TO:	Vice President
FROM:	
RE:	Notification of Absence(s)

WRITE **DATE(S) & REASON(S)** BELOW: