

**GUAM FIRE DEPARTMENT**  
**Off-Island Leave Request**

\_\_\_\_\_  
**DATE**

Memorandum

To: Fire Chief

Via: Channels

From: \_\_\_\_\_  
Rank & Name

Subject: Request for Off-Island Annual Leave

Sir, this is to respectfully request your consideration and approval for off-island leave for the purpose of:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If approved, my leave will commence from \_\_\_\_\_ to \_\_\_\_\_ an approximate period of \_\_\_\_\_. I will be leaving \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Your kind consideration regarding this matter will be greatly appreciated.

\_\_\_\_\_  
**(Signature)**

**Attachment**

Approved  Disapproved

Approved  Disapproved

\_\_\_\_\_  
**Bureau Chief**

\_\_\_\_\_  
**Fire Chief**

Date: \_\_\_\_\_

Date: \_\_\_\_\_