

December 11, 2025

TO Whom This May Concern:

Please be informed that on October 14, 2025, I had fever and flu. I took over-the-counter medicines and my situation got better. I decided to report to the office because of a lot of things to do as the department head.

In this regard, may I request to approve my half-day sick leave request. Thank you for your consideration.

Sincerely,



MARY ANN G. COBICO  
DPSS, Head