Jamaica Constabulary Force

[STATION]

[COMMUNITY]

[PARISH]

[DATE]

Sub-Officer i/c

[TEAM/SECTION/UNIT]

**APPLICATION OF [NUMBER RANK AND NAME] FOR [NUMBER OF DAYS IN WORDS AND NUMBER] DAYS DEPARTMENTAL LEAVE FROM [DATE LEAVE BEGINS].**

I hereby apply for [NUMBER OF DAYS IN WORDS AND NUMBER] days departmental leave:

**From: 8:00 am [DATE LEAVE BEGINS].**

**To: 8:00 am [DATE LEAVE ENDS].**

Whilst on leave, my address and contact will be [ADDRESS AND CONTACT WHILE ON LEAVE], and I will not be required to attend court or any disciplinary matters during that period.

I will be grateful if my application is given favourable consideration.

Sincerely,

[Signature]