

January 22, 2018

To Whom It May Concern:

I am writing to request a deduct day for March 23, 2018. I will be using my remaining personal days on March 21 and 22, 2018. I have been invited to accompany my sister on a trip that she earned through work to Jamaica. I have already spoken to Mrs. Duncan and Mrs. Thobe, and they are aware of my absence. Thank you for your consideration of this matter.

Sincerely,



Sara Baumstark

MD Teacher, Celina Primary School