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**January 10, 2022**

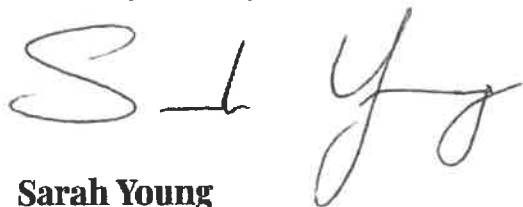
**Deduction Day Request**

**To Whom It May Concern,**

**This letter is to kindly request a “deduction day” for the 2021-22 school year.**

**I am requesting Wednesday, February 23, 2022 to be deducted from my pay due to needing an additional personal day that I will not have. I will be using my remaining personal days in conjunction with this day for personal reasons in a family matter. My family will be traveling and due to the distance and duration of the trip I will be needing an additional personal day this school year.**

**Thank you for your consideration,**

  
**Sarah Young**