

August 26, 2016

To Whom It May Concern:

I am writing this letter to request a deduction from pay on Wednesday, November 23rd. I realize this is the day before a holiday. My family has a planned trip out of the country for the Thanksgiving holiday.

I appreciate your consideration in granting me this deduction day and your understanding.

Respectfully,



Kelly J Black
English Dept
Celina High School