

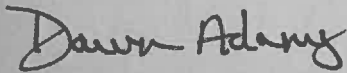
Dr. Ken,

I had formally requested off the week of February 22 through the 26th to go on our annual company trip. I just found out last week that our trip has been canceled. I will not need to take personal days on February 22, 23, and 24. Additionally, I will not need the approved deduct days on February 25th and 26th.

I am formally requesting deduct days for Thursday, April 1st and Tuesday, April 6th which falls the day before and the day after Easter break.

If you need anything else from me, please let me know!

Respectfully,

A handwritten signature in cursive script that reads "Dawn Adams".

Dawn Adams