

RECEIVED OCT 28 2015

To whom it may concern,

I am requesting a deduct day for Wednesday, November 25, 2015. Despite having personal days to use, I understand that I am unable to use them on this date and am subsequently asking for a full deduct day which I also understanding, would be a 100% deduction. This date is significant in that the night before is when my family will be leaving for Orlando, FL to watch my brother compete in an NCAA basketball tournament for the University of Dayton. My family and I will be driving with the intention of riding together. If I am unable to carpool with them, I will be forced to drive by myself or purchase a flight ticket which will significantly increase the cost of the trip; a scenario I am desperately trying to avoid. Once again, it would be greatly appreciated if I were able to be approved for a deduct day on Wednesday November 25, 2015. If there are any questions or concerns, please feel free to contact me at any time.

Thank You,



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