

September 25, 2015

RECEIVED SEP 28 2015

Attachment 2

To Whom It May Concern:

I am writing this letter to request a deduction from pay on Wednesday, November 25<sup>th</sup>. 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,

A handwritten signature in blue ink that reads "Black." with a period at the end.

Kelly J Black  
English Dept  
Celina High School