

January 4, 2021

Attachment 2A

To Whom It May Concern:

I am writing to request a deduction from pay on Friday, March 11th. My children and myself will be traveling. I intend on using my four personal days for this trip, but I am in need of one more day.

Thank you, in advance, for your consideration in granting me this deduction in pay.

Respectfully,



Kelly J Black
English Dept
Celina High School

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