

May 11, 2017

Dear Dr. Schmiesing,

I would like to go to the Ft. Wayne Zoo with my daughter and her class on Wednesday, May 17. I know I cannot use a personal day, due to it being within the last two weeks of the school year. Therefore, I would like to take a deduction of pay for May 17, 2017.

Sincerely,

A handwritten signature in blue ink that reads "Annie Homan". The signature is written in a cursive style with a large initial "A".

Annie Homan