

January 3, 2018

Attachment 3

To Whom It May Concern:

I am writing this letter to request a deduction from pay on Thursday and Friday, March 8th and 9th. I have a trip to Charleston, South Carolina planned to meet family and to work on an impending memoir.

I appreciate your consideration in granting me these deduction days and your understanding.

Respectfully,



Kelly J Black
English Department
Celina High School

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