

January 10, 2022

To Whom It May Concern:

I am writing to request a deduction from pay on Friday, March 11th. My children and I are taking a trip south. I intend on using four of my personal days for this trip and hope you will grant me a deduction day as well. The dates I will be absent from school are March 7-11.

I appreciate your consideration in this matter. It means a lot to my children, as well as myself.

Respectfully,



Kelly J Black
English Dept
Celina High School