

November 10, 2022

Dr. Schmiesing,

I am formally requesting to be off five working days beginning on February 6th, 2023, and ending February 10th, 2023. I currently have accrued four personal days, and I am requesting my personal days for February 6th-February 9th. I would then need to take a deduct day on February 10th, 2023. Thank you for your time!

Respectfully,

A handwritten signature in red ink that reads "Dawn R. Adams". The signature is written in a cursive style with a large, stylized 'D' and 'A'.

Dawn R. Adams,
EL Teacher