

September 26, 2016

Celina City Schools
Dean Giesige, Business Manager
585 E. Livingston St.
Celina, OH 45822

Mr. Giesige,

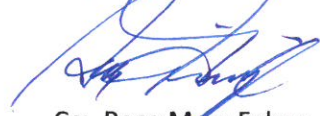
Please accept this letter as my formal request for approved time off from my position at Celina Middle School as a Cafeteria Worker from October 17th through October 21st, 2016. You may recall we initially discussed this previously planned time off during my interview on September 7th, 2016 and I had submitted these dates as being unavailable when I applied for employment.

If you need anything further from me or if this request should be on a prescribed school form, please let me know.

Thank you,



Jane Wendel



Cc: Rose Mary Felver