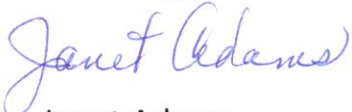


Dear Dr. Schmiesing,

I am sorry I did not request this before, but on short notice we had a chance to go to Winston-Salem, North Carolina on August 29th and 30th. I asked Mr. Wenning, and he said he checked with you and it would be OK, so I used a personal day on the 29th and needed to use a deduct day on the 30th. Again, I'm sorry I did not send this sooner, but I am asking for permission to use a deduct on August 30th. Thank you for considering my request.

Sincerely,



Janet Adams