

April 6, 2022

To Whom it May Concern:

The opportunity has become available for me to visit my daughter in Europe while she is studying abroad. Normally I would not ask for time off so close to the end of school, but I feel this is a once in a lifetime trip that I can't pass up.

I would like to request the week of May 16th off, (May 16-20) using 5 deduct days. I appreciate your consideration.

Sincerely,

A handwritten signature in black ink, appearing to read 'Melissa Barnett', written over a light blue horizontal line.

Melissa Barnett

Elementary School Cafeteria

melissa.barnett@celinaschools.org