

March 8, 2010

To Whom It May Concern: .....

My husband and I are excited to be awaiting the arrival of our first child on or around May 6<sup>th</sup>, 2010. I am requesting a maternity leave to begin after the baby is born, and to continue through the end of the school year. I've included with this letter a copy of the note from my doctor confirming my pregnancy, and also my due date. Thank you for your time and consideration.

Sincerely,  
Anna Utz-Kunz

