

Harvey Public Schools District 152

16001 Lincoln Ave.


Harvey, IL 60426

April 15, 2015

To whom it may concern,

At this time I have open availability for the summer of 2015. I have attended Governors State University for the 2014-2015 school year and my spring semester will end this May. I am writing this letter to formally request to continue working for Harvey PSD 152 during the summer of 2015. I am graciously grateful for the time the district has allowed me to be an employee thus far. I look forward to the response regarding my request.

Most sincerely,



ShaQueen Lee