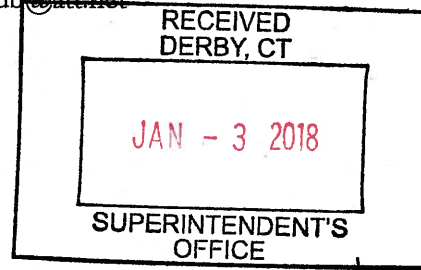


Jane E. Viebranz

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(203) 926-6860
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January 3, 2018

Dear Doctor Conway,

Over the break my husband was able to find a deal on a cruise that we simply could not pass up. We are booked to sail from Tuesday, January 23rd through Saturday, February 3rd, so I am writing to request time off from Tuesday, January 23rd-Friday, February 2nd.

I apologize for the short notice and understand the inconvenience this may cause. I have already spoken with my principal, Mr. Ciccarini and classroom teacher, Mrs. Brehm; we will be contacting Kelly Services to request a specific substitute who has provided coverage in our classroom in the past and has a good rapport with the students.

Thank you in advance.

Jane Viebranz

1st Grade Classroom Paraprofessional, Bradley Elementary School

