

To: Mr. Dooley
CC: Nancy Helmer
From: Erika Bakke
RE: Child Care Leave

Dear Mr. Dooley,

I am writing to formally inform you of my pregnancy, and to request a child-care leave to begin on or around September 21, 2010 and last for twelve weeks. I am planning on returning the week of December 13th. Thank you for your consideration in this matter.

Sincerely,

A handwritten signature in black ink that reads "Erika Bakke". The signature is written in a cursive style with a large initial "E".

Erika Bakke