

To Whom it May Concern:

My name is Teresa Hernandez and I have been employed as a custodian at Dew ISD for 7 years. I am writing to request a week vacation from October 7th - 11th - so that I may attend a cruise that was gifted to me by my daughter. My daughter booked the trip in order to celebrate my granddaughter's birthday on 10/6 and my other daughter's birthday on 10/3. Additionally, when my daughter gifted me this trip she did not think there would be an issue with me getting the time off since she knows I have several vacation days accumulated. I really do try to limit my time off requests to emergencies, but I hope that you will consider granting my request.

I apologize in advance for any inconvenience my absence would cause. Thank you for your time and consideration.

Best Regards,

Teresa Hernandez