



To Whom It May Concern,

I am writing to inform you that \_\_\_\_\_ will be engaged on **April 5th, 2016** due to a prior commitment to me and therefore should be excused from work on that date.

As the required obligation will be taxing, both mentally and physically, it is possible that \_\_\_\_\_ will be unavailable on **April 6th, 2016** as well.

Your consideration for the above obligation is appreciated.

Regards,

A handwritten signature in blue ink that reads 'Gideon Cross'. The signature is written in a cursive, flowing style.

Gideon Cross  
GC/sr