



To Whom It May Concern,

I am writing to inform you that _____ will be engaged on **November 18, 2014** 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 **November 19, 2014** as well.

Your consideration for the above obligation is appreciated.

Regards,

Gideon Cross
GC/sr