Donna Carter,

Manager

May 27, 1990

Mr. Mark Green,

Senior Manager,

Ronald Associates,

Wyoming, USA

Dear Mr. Green,

I am pleased to inform to you that the project of Elixer & Co., is on schedule and we intend to deliver it before September this year. I want to congratulate you on your impending promotion.

I had a request to make to you. I have to make a trip to Denver this weekend since I have had a phone call from my parent’s place. The news was that my father is not keeping well. It is an emergency and I need to be there for any kind of help they might need. Hence I request you to grant me a leave for two days. I will be back on Wednesday and will resume my duties from the same day.

Thank you for your kind consideration.

Sincerely,

Donna Carter