

DATE: Today
TO: Francine Zwigler, Director
FROM: James Kirk
RE: Vacation Day

I would like to use one of my vacation days this Friday.

I have seven vacation days left and, even though this is short notice, I really need this day off so that I can go to my cousin's wedding (you met Steve when he came for a visit last year—we ran into them at the Tom Yum restaurant after our presentation at Xerox).

I haven't missed a day of work in over five months (and I'm certainly here more consistently than other people in the office!) and I will have finished the Goreman project before the 20th. And I'm on top of the office budget review, so work won't be a problem.

Thanks for letting me have this day off.