Margaret Thompson,

EMC International

06 December 1989

Mr. Brian Johnson,

HR Manager,

EMC International,

Amsterdam, UK

Dear Mr. Johnson,

I appreciate your sending me the Christmas gift so early. I really liked the hamper and I am sure my kids will like them too.

I am writing to you to ask for a favor. I may not be able to work tomorrow since I have to baby sit for my sister. My sister has an appendix operation tomorrow and there is nobody who can take care of her kids. I request you to grant me leave for a day. I would be greatly obliged for your kind gesture.

Thanks and regards,

Margaret Thompson,

Personal Assistant