Maria Taylor,

Treck & Co.,

18 October 1999

Mr. Michael Campbell,

Human Resource Manager,

Treck & Co.,

Colorado, USA

Dear Mr. Campbell,

I warmly thank you for accepting to think about the issues I raised in the annual meeting yesterday. I reckon to listen to the news of the issues being sorted at the earliest. I hope you understand that I spoke on behalf of all my peers and there is nothing personal about the matter.

My purpose of writing to you, however is to ask you for a favor. I am expecting my delivery next month. I am not keeping that well also and understand that I need more rest. My doctor also has advised me to slow down a little with regards to work. Hence I request you to grant me two months of maternity leave from 21 October 1999 to 10 January 1999. I will report to duty on the 11th of January.

Thank you for your consideration in the matter.

Maria Taylor,

Head Accounts