Ms. Demi Cage

Sales Representative

Simple Clothes, Inc.

August 29, 2010

Mr. Austin Corwin

Human Resources Officer

Simple Clothes, Inc.

Kernersville, NC 27284

Dear Mr. Corwin,

This is to request for a change in my schedule for next week for medical reasons.  I have been suffering from painful and numerous headaches this past week and I have been advised by my physician to undergo several laboratory tests to determine the illness.  The test have specific schedules that fall on my scheduled work, thus this request.

I have already mentioned my problem to my fellow sales representative in the area and he is willing to change schedule with me as long as your good office allows it.  I will revert to the original schedule as soon as the laboratory tests are finished.  I have attached a copy of my physician’s recommendation for your reference.

Thank you.  I hope for your kind consideration.

Sincerely,

Demi Cage