

SAMPLE MEETING REQUEST LETTER

Representative Pat Smiley
1234 Rayburn/Longworth/Cannon House Office Building
Washington, DC 20515

Dear Representative Smiley,

I am writing to request a meeting with you during our upcoming visit to Washington, DC. We will be available on {days}. Attendees of the meeting will include:

Mayor X
City Councilmember Y
City Manager Z

Thank you for your consideration of this request. I will contact your staff to follow up. If you need to contact me in the meantime, please feel free to call 555-555-5555 or email me at me@city.gov

Sincerely,

Whoever will be coordinating your schedule

(Note: There is no need for the Mayor to sign here. This letter will go directly to the office scheduler and he/she will want to call or email to set up the meeting. Also, the scheduler will keep the name and number on file in case the schedule changes, which happens often.)

Sample Letter Requesting Appointment With Vip

Linda M. Smith



Sample Letter Requesting Appointment With Vip:

Reviewing **Sample Letter Requesting Appointment With Vip**: Unlocking the Spellbinding Force of Linguistics

In a fast-paced world fueled by information and interconnectivity, the spellbinding force of linguistics has acquired newfound prominence. Its capacity to evoke emotions, stimulate contemplation, and stimulate metamorphosis is actually astonishing. Within the pages of "**Sample Letter Requesting Appointment With Vip**," an enthralling opus penned by a highly acclaimed wordsmith, readers attempt an immersive expedition to unravel the intricate significance of language and its indelible imprint on our lives. Throughout this assessment, we shall delve into the book's central motifs, appraise its distinctive narrative style, and gauge its overarching influence on the minds of its readers.

<https://hersolutiongelbuy.com/files/detail/fetch.php/why%20mba%20essay%20sample.pdf>

Table of Contents Sample Letter Requesting Appointment With Vip

1. Understanding the eBook Sample Letter Requesting Appointment With Vip
 - The Rise of Digital Reading Sample Letter Requesting Appointment With Vip
 - Advantages of eBooks Over Traditional Books
2. Identifying Sample Letter Requesting Appointment With Vip
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Sample Letter Requesting Appointment With Vip
 - User-Friendly Interface
4. Exploring eBook Recommendations from Sample Letter Requesting Appointment With Vip
 - Personalized Recommendations
 - Sample Letter Requesting Appointment With Vip User Reviews and Ratings
 - Sample Letter Requesting Appointment With Vip and Bestseller Lists

5. Accessing Sample Letter Requesting Appointment With Vip Free and Paid eBooks
 - Sample Letter Requesting Appointment With Vip Public Domain eBooks
 - Sample Letter Requesting Appointment With Vip eBook Subscription Services
 - Sample Letter Requesting Appointment With Vip Budget-Friendly Options
6. Navigating Sample Letter Requesting Appointment With Vip eBook Formats
 - ePub, PDF, MOBI, and More
 - Sample Letter Requesting Appointment With Vip Compatibility with Devices
 - Sample Letter Requesting Appointment With Vip Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Sample Letter Requesting Appointment With Vip
 - Highlighting and Note-Taking Sample Letter Requesting Appointment With Vip
 - Interactive Elements Sample Letter Requesting Appointment With Vip
8. Staying Engaged with Sample Letter Requesting Appointment With Vip
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Sample Letter Requesting Appointment With Vip
9. Balancing eBooks and Physical Books Sample Letter Requesting Appointment With Vip
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Sample Letter Requesting Appointment With Vip
10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine Sample Letter Requesting Appointment With Vip
 - Setting Reading Goals Sample Letter Requesting Appointment With Vip
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Sample Letter Requesting Appointment With Vip
 - Fact-Checking eBook Content of Sample Letter Requesting Appointment With Vip
 - Distinguishing Credible Sources
13. Promoting Lifelong Learning

- Utilizing eBooks for Skill Development
- Exploring Educational eBooks

14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

Sample Letter Requesting Appointment With Vip Introduction

In this digital age, the convenience of accessing information at our fingertips has become a necessity. Whether its research papers, eBooks, or user manuals, PDF files have become the preferred format for sharing and reading documents. However, the cost associated with purchasing PDF files can sometimes be a barrier for many individuals and organizations. Thankfully, there are numerous websites and platforms that allow users to download free PDF files legally. In this article, we will explore some of the best platforms to download free PDFs. One of the most popular platforms to download free PDF files is Project Gutenberg. This online library offers over 60,000 free eBooks that are in the public domain. From classic literature to historical documents, Project Gutenberg provides a wide range of PDF files that can be downloaded and enjoyed on various devices. The website is user-friendly and allows users to search for specific titles or browse through different categories. Another reliable platform for downloading Sample Letter Requesting Appointment With Vip free PDF files is Open Library. With its vast collection of over 1 million eBooks, Open Library has something for every reader. The website offers a seamless experience by providing options to borrow or download PDF files. Users simply need to create a free account to access this treasure trove of knowledge. Open Library also allows users to contribute by uploading and sharing their own PDF files, making it a collaborative platform for book enthusiasts. For those interested in academic resources, there are websites dedicated to providing free PDFs of research papers and scientific articles. One such website is Academia.edu, which allows researchers and scholars to share their work with a global audience. Users can download PDF files of research papers, theses, and dissertations covering a wide range of subjects. Academia.edu also provides a platform for discussions and networking within the academic community. When it comes to downloading Sample Letter Requesting Appointment With Vip free PDF files of magazines, brochures, and catalogs, Issuu is a popular choice. This digital publishing platform hosts a vast collection of publications from around the world. Users can search for specific titles or explore various categories and genres. Issuu offers a seamless reading experience with its user-friendly interface and allows users to download PDF files for offline reading. Apart from dedicated platforms, search engines also play a crucial role in finding free PDF files. Google, for instance, has an advanced search feature that allows users to filter results by file type. By specifying the file type as "PDF," users can find websites that offer free PDF downloads on a specific topic. While downloading Sample Letter Requesting

Appointment With Vip free PDF files is convenient, its important to note that copyright laws must be respected. Always ensure that the PDF files you download are legally available for free. Many authors and publishers voluntarily provide free PDF versions of their work, but its essential to be cautious and verify the authenticity of the source before downloading Sample Letter Requesting Appointment With Vip. In conclusion, the internet offers numerous platforms and websites that allow users to download free PDF files legally. Whether its classic literature, research papers, or magazines, there is something for everyone. The platforms mentioned in this article, such as Project Gutenberg, Open Library, Academia.edu, and Issuu, provide access to a vast collection of PDF files. However, users should always be cautious and verify the legality of the source before downloading Sample Letter Requesting Appointment With Vip any PDF files. With these platforms, the world of PDF downloads is just a click away.

FAQs About Sample Letter Requesting Appointment With Vip Books

What is a Sample Letter Requesting Appointment With Vip PDF? A PDF (Portable Document Format) is a file format developed by Adobe that preserves the layout and formatting of a document, regardless of the software, hardware, or operating system used to view or print it. **How do I create a Sample Letter Requesting Appointment With Vip PDF?** There are several ways to create a PDF: Use software like Adobe Acrobat, Microsoft Word, or Google Docs, which often have built-in PDF creation tools. Print to PDF: Many applications and operating systems have a "Print to PDF" option that allows you to save a document as a PDF file instead of printing it on paper. Online converters: There are various online tools that can convert different file types to PDF. **How do I edit a Sample Letter Requesting Appointment With Vip PDF?** Editing a PDF can be done with software like Adobe Acrobat, which allows direct editing of text, images, and other elements within the PDF. Some free tools, like PDFescape or Smallpdf, also offer basic editing capabilities. **How do I convert a Sample Letter Requesting Appointment With Vip PDF to another file format?** There are multiple ways to convert a PDF to another format: Use online converters like Smallpdf, Zamzar, or Adobe Acrobats export feature to convert PDFs to formats like Word, Excel, JPEG, etc. Software like Adobe Acrobat, Microsoft Word, or other PDF editors may have options to export or save PDFs in different formats. **How do I password-protect a Sample Letter Requesting Appointment With Vip PDF?** Most PDF editing software allows you to add password protection. In Adobe Acrobat, for instance, you can go to "File" -> "Properties" -> "Security" to set a password to restrict access or editing capabilities. Are there any free alternatives to Adobe Acrobat for working with PDFs? Yes, there are many free alternatives for working with PDFs, such as: LibreOffice: Offers PDF editing features. PDFsam: Allows splitting, merging, and editing PDFs. Foxit Reader: Provides basic PDF viewing and editing capabilities. How do I compress a PDF file? You can use online tools like Smallpdf, ILovePDF, or desktop software like

Adobe Acrobat to compress PDF files without significant quality loss. Compression reduces the file size, making it easier to share and download. Can I fill out forms in a PDF file? Yes, most PDF viewers/editors like Adobe Acrobat, Preview (on Mac), or various online tools allow you to fill out forms in PDF files by selecting text fields and entering information. Are there any restrictions when working with PDFs? Some PDFs might have restrictions set by their creator, such as password protection, editing restrictions, or print restrictions. Breaking these restrictions might require specific software or tools, which may or may not be legal depending on the circumstances and local laws.

Find Sample Letter Requesting Appointment With Vip :

[why mba essay sample](#)

[wii fit board user manual](#)

[wiering diagram seat toledo](#)

wii rvl 101 manual

[will there be a twilight 5 book](#)

[wii fix guide](#)

wileyplus introduction to management accounting answers

[wiley solutions manual biological physics](#)

wild mushroom field guide

william a mann book

[willmingtons guide to the bible harold l willmington](#)

will suicide send a christian to hell

william j stevenson operations management 10th edition

wild about you

~~[wic program manual california](#)~~

Sample Letter Requesting Appointment With Vip :

signals and systems pearson - Jun 23 2022

web download the image or click original size button in this case oppenheim a willsky a nawab s signals and systems 2ed

1997 textbook solutions oppenheim

[chapter 6 solutions studyguide for signals and systems by](#) - Dec 30 2022

web alan v oppenheim alan s willsky syed hamid nawab prentice hall 1997 signal theory telecommunication 957 pages this comprehensive exploration of signals and

solutions manual signals systems second edition by alan v - Nov 28 2022

web mar 26 2019 engineering signals and systems 2e oppenheim solutions signals systems 2nd edition oppenheim solution manual free download as pdf file pdf

signals systems alan v oppenheim alan s willsky syed - Sep 26 2022

web aug 6 1996 alan v oppenheim alan s willsky massachusetts institute of technology s hamid nawab print from 74 99 view options need help get in touch digital

signals and systems by alan v oppenheim open library - Apr 21 2022

web willy oppenheim is an educator a researcher and the leader of a social enterprise that works to facilitate relationships dialogue and learning between change agents around

signals systems 2nd ed guide books acm digital - Jan 31 2023

web notes and solution manual last modified sun jul 13 17 55 46 edt 2008 a solution manual for the problems from the textbook signals and systems by alan v

solutions for signals and systems 2nd by alan v - Jun 04 2023

web oppenheim alan v and a s willsky signals and systems prentice hall 1982 isbn 9780138097318 problems and solutions there are recommended and optional

solution manual for signal and systems by alan v oppenheim - Oct 28 2022

web signals and systems linear time invariant systems fourier series representation of periodic signals the continuous time fourier transform the discrete time fourier

9780138147570 litsolutions - Mar 21 2022

signals systems oppenheim alan v 1937 free download - Jul 25 2022

web jul 18 2023 history edit an edition of signals and systems 1983 signals and systems by alan v oppenheim alan s willsky alan v oppenheim and oppenheim 0

notes and solutions for the book signals and systems by alan v - Jul 05 2023

web hw solutions signals and systems 2nd edition by alan v oppenheim alan s willsky s hamid nawab 610

signal and systems solution manual 2ed a v oppenheim a s - Feb 17 2022

signals and systems 2nd edition solutions and - Sep 07 2023

web apr 14 2021 hi all this list has been great for me as a beginner but i decided to work my way through oppenheim and willsky and mahab signals and systems book since i

a v oppenheim a s willsky prentice hall academia edu - May 23 2022

web mar 23 2017 recommended signals and systems 2e oppenheim solutions rbatec 34 1k views signal and systems solution manual 2ed a v oppenheim a s willsky prentice

oppenheim solutions pdf document - Oct 08 2023

web aug 23 2014 oppenheim solutions of 39 notes and solutions for the book signals and systems by alan v oppenheim and alan s willsky with s hamid nawab john l

signals and systems textbook solutions chegg com - Apr 02 2023

web access studyguide for signals and systems by oppenheim and willsky isbn 9780138147570 2nd edition chapter 6 solutions now our solutions are written by

signals and systems international edition 2nd - May 03 2023

web nov 1 1996 a solutions manual is available through the publisher the bibliography includes many references on basic mathematics of signals and systems analysis signal

introduction signals and systems mit opencourseware - Mar 01 2023

web solutions manual signals systems second edition by alan v oppenheim alan s willsky with s hamid nawab authors ramamurthy mani alan v oppenheim alan

oppenheim and willsky signals and systems solutions - Aug 06 2023

web notes and solutions for the book signals and systems by alan v oppenheim and alan s willsky with s hamid nawab john l weatherwax january 19 2006

signals and systems 2e oppenheim solutions pdf slideshare - Aug 26 2022

web signals and systems 2ed a v oppenheim a s willsky prentice hall

willy oppenheim part time lecturer university of washington - Jan 19 2022

chapter 1 series and sequences mit opencourseware - Jan 14 2023

web converges to zero as a sequence then the series is convergent the main problem with conditionally convergent series is that if the terms are rearranged then the series may converge to a different limit the safe zone for handling infinite sums as if they were finite is when convergence is absolute theorem 2 let $f \in \mathbb{R}^{\mathbb{Z}}$

sequence and series difference definitions examples cuemath - Aug 09 2022

web what are sequence and series sequence and series are used in mathematics as well as in our daily lives the sequence is

the group or sequential arrangement of numbers in a particular order or set of rules series is formed by adding the terms of a sequence what is the difference between sequence and series

calculus ii strategy for series pauls online math notes - Feb 15 2023

web nov 16 2022 is the series $\sum_{n=0}^{\infty} ar^n$ or a geometric series sum limits $n=0$ to ∞ ar^n or sum limits $n=1$ to ∞ ar^{n-1} if so use the fact that p series will only converge if $p > 1$ and a geometric series will only converge if $|r| < 1$

sequences and series cheat sheet physics maths tutor - Sep 22 2023

web sequences and series cheat sheet sequence is a list of terms for example 3 6 9 12 15 series is the sum of a list of terms for example 3 6 9 12 15 the terms of a sequence are separated by a comma while with a series they are all added together
sequences and series cheat sheet by ebabor cheatography com - Nov 12 2022

web oct 22 2018 telescoping and geometric series are the only types of series that you can estimate sums from so you must use these test's properties to estimate these sums if the question is asking for absolute convergence or conditional convergence

series and sequences cheat sheet docsity - Jul 08 2022

web sep 2 2019 series and sequences notes for precalculus partial preview of the text series convergence divergence flow chart test for divergence does $\lim_{n \rightarrow \infty} a_n = 0$ and diverges no p series does $\sum_{n=1}^{\infty} \frac{1}{n^p}$

calculus ii series things to consider california state - May 18 2023

web series things to consider important this cheat sheet is not intended to be a list of guaranteed rules to follow this introduces some hints and some ideas you may consider when choosing tests for convergence or divergence when evaluating a given series

notes on infinite sequences and series - Oct 11 2022

web 1 sequences 1.1 sequences an infinite sequence of real numbers is an ordered unending list of real numbers e.g. 1 2 3 4 we represent a generic sequence as $a_1, a_2, a_3, \dots, a_n$ in order to define a sequence we must give enough information to find its n th term two ways of doing this are 1. with a formula e.g. $a_n = 1$

sequences and series revision edexcel maths a level pmt - Dec 13 2022

web cheat sheets worksheets questions by topic and model solutions for edexcel maths AS and A level sequences and series

sequences and series cheat sheet by joan kessler tpt - May 06 2022

web this sequences and series formulas cheat sheet can be used in any notebook or for interactive notebooks too this resource is especially helpful to algebra 2 and precalculus students and if you gift this to your AP calculus students in unit 10 calculus of infinite series they will be thanking

calculus ii series sequences pauls online math notes - Jun 19 2023

web jul 11 2023 here is a list of topics in this chapter sequences in this section we define just what we mean by sequence in a math class and give the basic notation we will use with them we will focus on the basic terminology limits of sequences and convergence of sequences in this section

sequences and series cheat sheet edexcel pure year 2 - Mar 16 2023

web sequences and series cheat sheet sequence is a list of terms for example 3 6 9 12 15 series is the sum of a list of terms for example 3 6 9 12 15 the terms of a sequence are separated by a comma while with a series they are all added together here are some important definitions prefacing the content in this chapter

m 172 calculus ii chapter 10 sequences and series - Jul 20 2023

web 10 1 sequences dichotomy paradox zeno 490 430 bc to travel a distance of 1 first one must travel 1 2 then half of what remains i e 1 4 then half of what remains i e 1 8 etc since the sequence is infinite the distance cannot be traveled remark

sequences and series an introduction to mathematical analysis - Aug 21 2023

web build a sequence of numbers in the following fashion let the first two numbers of the sequence be 1 and let the third number be 1 1 2 the fourth number in the sequence will be 1 2 3 and the fifth number is 2 3 5 to continue the sequence we look for the previous two terms and add them together so the first ten terms of the

sequence and series definition types formulas and examples - Jun 07 2022

web sequence and series are the basic topics in arithmetic an itemized collection of elements in which repetitions of any sort are allowed is known as a sequence whereas a series is the sum of all elements an arithmetic progression is one of the common examples of sequence and series in short a sequence is a list of items objects which have

series and sequence cheat sheets docsity - Mar 04 2022

web sequences and series cheat sheet 0arithmetic sequences and series 1bgeometric sequences and series arithmetic sequences happen when you add numbers the number added is called the common difference geometric sequences happen

sequence and series formulas arithmetic geometric - Sep 10 2022

web what are sequences and series formulas the below list includes sequences and series formulas for the arithmetic geometric and harmonic sequences here the sequence and series formulas include formulas to find the n th term of the sequence and to find the sum of the n terms of the series

9 1 introduction to sequences and series mathematics libretexts - Apr 17 2023

web oct 6 2021 find any element of a sequence given a formula for its general term use sigma notation and expand corresponding series distinguish between a sequence and a series calculate the n th partial sum of sequence

series cheat sheet wvu mathematics - Oct 23 2023

web 1 convergence and divergence tests for series test when to use conclusions divergence test for any series x_n a

ndiverges if $\lim_{n \rightarrow \infty} a_n = 0$ integral test $\sum_{n=0}^{\infty} a_n$ with $a_n > 0$ and a_n decreasing $\int_1^{\infty} f(x) dx$ and $\sum_{n=0}^{\infty} a_n$ both converge or diverge where $f(n) = a_n$ comparison test $\sum_{n=0}^{\infty} a_n$ and $\sum_{n=0}^{\infty} b_n$ $a_n \leq b_n$ $\sum a_n$ converges

sequences and series cheat sheet lecture notes calculus - Apr 05 2022

web download sequences and series cheat sheet and more calculus lecture notes in pdf only on docsity sequences and series cheat sheet 0 arithmetic sequences and series 1 geometric sequences and series arithmetic sequences happen when you add numbers the number added is called the common difference geometric sequences

how to write a vacation request email indeed com canada - Feb 27 2022

web apr 28 2023 for a vacation email request write a brief line that states the general purpose of your message and the dates related to your request if you work in a large company consider adding your first name and surname in the subject line to ensure the recipient can quickly identify who is requesting time off and when

[vacation request form template jotform](#) - May 01 2022

web this sample vacation request form asks for employee information vacation start and end times and signatures customize this free vacation request form to list your company policies and ask for additional details such as vacation location and time zone

[how to write a vacation email request glassdoor career guides](#) - Jan 09 2023

web jun 29 2021 when deciding how to ask for a vacation use these example vacation email requests as your guide example 1 subject line casey s vacation request hi adrian i am writing to request a few days off my wife and i would like to take a honeymoon to the bahamas in two months i would like to request off the entire working week of february 1

how to write vacation request email samples the hr digest - Jul 03 2022

web feb 26 2021 format 1 subject request for one week vacation leave dear name of manager i would like to request for one week of leave from date to date i will be back at work on date i am going on a family vacation to place name i will finish all the tasks at hand before the leaving date

how to write a vacation request email or leave of absence - Aug 04 2022

web jul 14 2023 we've gathered vacation request email samples that cover various scenarios to guide you on how to request vacation time day offs and pto sample vacation request letter sample 1 simple vacation request email

how to write a vacation request email with examples - Jul 15 2023

web when planning a vacation it is best if you apply for your vacation request at least one month in advance there's usually a notice period for leave applications it can be anywhere between a few days to weeks depending on the number of days you wish to

50 sample vacation request forms in pdf ms word - Dec 28 2021

web step 2 use a vacation request template after the guidelines start choosing the best template of vacation request forms there are plenty of options to choose from that are downloadable editable and printable once you decide show all

how to write a vacation request email with tips examples - Apr 12 2023

web a guide on writing a time off request email with tips examples powered by languagetool if there s one thing you want to write clearly and confidently it s a vacation request email to your boss this blog post will show you how to do that and also provide ready to use templates

how to write a professional vacation request email with - Nov 07 2022

web jul 28 2023 1 start with the right subject line

best vacation request email examples and templates - Oct 06 2022

web reason and duration for leave in the first paragraph briefly explain the reason for your vacation request and specify the dates you ll be away maintain a professional tone while keeping it short and to the point for example i m writing to request time off for a family vacation from october 1st to october 10th

how to write a compelling vacation request email with ten - Dec 08 2022

web a vacation request email is a written communication sent by an employee to their supervisor or manager requesting time off from work for a specific period this email typically includes the dates of the vacation the reason for the time off and any relevant details that may impact the team or company during the employee s absence

how to write a vacation request email pumble - Feb 10 2023

web mar 14 2023 writing an email leaves a written trace that your boss approved your vacation if it ever comes up as a problem you have proof that your boss approved of your vacation furthermore a vacation request sent in advance gives your team enough time to prepare for your absence

50 professional employee vacation request forms word - May 13 2023

web writing a letter to request a vacation from work is very important here is the list of vacation request forms that you can download in ms word for free

how to write a vacation request email samples included - Sep 05 2022

web mar 22 2023 vacation request template one subject leave request for duration of leave dear name of your boss i m writing to continue our conversation concerning my vacation request i would like to request a insert duration vacation from start date to end date i will be back to work on the date

how to manage vacation requests with forms excel - Jan 29 2022

web jan 13 2020 having a clear vacation request process is the simplest way to keep your forms from becoming a confusing pile of papers here s an example process the employee speaks to a supervisor about her plans the employee then fills out a

vacation request form and submits it to her supervisor the supervisor decides within 48 hours

[vacation request letter how to write with format samples](#) - Jun 02 2022

web your goal is simple to write a vacation request letter which states your intention the dates you are requesting off and any other relevant information requested by your supervisor first and foremost always follow the guidelines issued by your company when making a formal request for vacation time

21 vacation request email samples simplistic - Aug 16 2023

web jul 31 2023 template 1 vacation request email template subject request for vacation leave dear manager s name i would like to request vacation leave from start date to end date during my absence i will ensure that all my work is completed before i leave and that my colleagues have access to any necessary files or information

[employee vacation request form template workable](#) - Mar 31 2022

web employee vacation request form template an employee vacation request form is a standardized document used by employees to formally request time off from work for vacation or other personal reasons a smooth workflow while accommodating employees personal needs is crucial

how to send a holiday request email with samples and templates - Mar 11 2023

web sep 7 2022 vacation request email 15 samples and template time to book a holiday here s how to write a vacation request email to make sure you re good to go with 15 examples lawrie jones writer table of contents how to request vacation time when to request leave via email

[how to compose a vacation request email with 3 examples](#) - Jun 14 2023

web jul 31 2023 vacation request email examples here are a few sample vacation request emails and a reminder email draft to help you get started 1 informal vacation request email subject vacation request june 1 15 hi jean i d like to request vacation time from monday june 1st through tuesday the 15th