

EMMA A. SCHUMER

100 Broadway Lane, London, UK NW80QE | | M: |
General Manager - Northeastern 1st National People's Bank

Dear Emma

As you may know by now my mother passed away yesterday. She has lived with my family for the last nine years and this has had an indescribable impact on the entire household.

As per my mother's request we will be flying her body back to Maryland to be buried with my father. In that regard this fax is for the formal request of a bereavement leave. I want to take the allotted three days of paid leave that the company allows and an additional three days that would be unpaid. I am going to need this time to fly out and prepare for the funeral which will likely be Sunday. I will return the following Monday and would be back at work Tuesday.

You may have already spoken with Ren Stoler. She has agreed to pick up the Rainer project in my absence. My other unfinished projects can actually wait until I get back but if there were an issue my assistant is more than capable of dealing with it until my return.

I want to thank everyone for their support in this matter. If you do need to reach me my assistant has all my contact information.

Best regards

Roberta Hathaway