

March 16, 2018
Please excuse myself for being absent in 3 days.
Thank you for your kind consideration.

Sincerely yours,
nfksdjhfdsk

Signed by:

\${College Chairperson}	\${College Dean}
\${College Chairperson-Name}	\${College Dean-Name}
\${College Chairperson-Position}	\${College Dean-Position}