Kenneth Robinson,

Engineer

February 29, 1990

Mr. Brian Hall,

Director,

Stockton Constructions,

Stockton, USA

Dear Mr. Hall,

I regret to inform you that we have not dispatched the plans for the new building being set up at Firnam Corner. However I assure you that the delay will be compensated and the plans will be dispatched by tomorrow afternoon.

The delay was partly due to my inability to attend office for the past two days. I was down with flu and my doctor recommended bed rest for a couple of days. I am well now and fit to work and am working on the plans now. I request you to grant me two days leave of absence for the 27th and the 28thof this month. I regret not being able to inform you earlier of my absence.

Thank you,

Kenneth Robinson