

Please consider this letter as formal written request to excuse the one day absences of Michael Bailey and Bob Pilgrim from the State Personnel Board Basic Supervisory Course.

Due to an unforeseen emergency, it was necessary for the Governor's Office to call Mike Bailey and Bob Pilgrim out of the course on Thursday, April 18, 2002.

While excused absences were verbally requested, it is my understanding that such has not been granted.

Thank you for your cooperation and assistance in this matter.