

December 16, 1994

TO: David Marwell

FROM: Sheryl Walter

RE: Holiday leave

This is to notify you that I would like to use the two days of leave I have accrued to date on December 27 and 28, as I will be traveling to Minneapolis for the Christmas holidays. I plan to be back in the office on Thursday morning, December 29.

Please let me know if this presents any problems or if you need anything from me during that time. The number I can be reached at on those days is (612) 377-3936. I'll call in for my voice mail messages each day also. Thanks much, and ho, ho, ho!

cc: Tracy Shycoff