Michael Zimmerman
Sales Associate
Schumacher and Associates
2225 W. 33rd Avenue
Email: mzimmerman@schumacher.com

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Norman Reynolds
HR Department
Schumacher and Associates
2225 W. 33rd Avenue

Dear Mr. Reynolds,

I am writing to request approval for an international trip as per the employee manual. I have been invited to make a presentation at the Multimedia Marketing Conference in New York in June.

The trip has been approved by my direct manager Mr. Mark Jones, and details of the conference and the itinerary for my journey are attached.

I appreciate your prompt attention to this matter, and please feel free to contact me on ext. 0007 if you have any questions or need further details.

Sincerely,

Michael Zimmerman