



To: Whom It May Concern

Subject: Request for Work Absence to Attend Program for Families of Our Fallen Military

We are asking for your help to support a family of one of our nation's fallen heroes. Please provide _____ with an excused leave of absence from December 8 - December 12, 2018. The purpose of this absence is to serve as our guest at an all-expense paid retreat at Disney World, Florida to join approximately 1,700 other military family members, the surviving spouses, guardians, and children of military fallen heroes who have died since September 11, 2001.

This is one of the largest retreats of this kind in the United States and occurs once a year. Your employee's family has paid the ultimate price to assure freedom for you, your employees and for all Americans. The death of their loved one is a tragedy that surviving family members live with every day, mostly in silence and without asking for any help. The children of our fallen heroes rely on their surviving parent, grandparent, or guardian to escort them to this event. Without them these children would not be able to attend and experience the healing that this retreat provides.

These families continue to pay a significant price every day for our freedoms. We hope your company will provide this opportunity for your employee and their family. If a paid leave is not possible, we encourage you to approve this absence and show your gratitude for their ultimate sacrifice. We appreciate any support you and your fellow employees are able to provide. To learn more about the Gary Sinise Foundation, please go to GarySiniseFoundation.org

Respectfully,

A handwritten signature in black ink, appearing to read "Judith L. Otter".

Judith L. Otter

Executive Director