August 30, 2011

Marc Allie

600 E Parkview

Bolivar, MO 65613

Tammy Conner

Secretary to the Superintendent

Willard Schools

640 Kime

Willard, MO 65781

Dear Ms. Conner:

I am writing this letter to formally request advancement on the salary schedule. Please consider my unofficial transcript from Grand Canyon University, in addition to the transcripts from other schools you already have on file. Thank you very much for your assistance.

Sincerely,

Marc Allie