



**Beth-El Churches of Christ, Inc. ✝**

**Office of the Registrar**

**603 East Patapsco Avenue ✝ Brooklyn, Maryland 21225**

**Phone: (410) 355-4027 ✝ Fax: (410) 655-6624**

**Bishop Bernard N. Bragg**  
*Presiding Prelate*

**Apostle Robert Evans, Jr.**  
*Establishmentarian & First Apostle*

Date: \_\_\_\_\_

**TO: The Department Supervisor & Employment Relations Officer**

**RE: \_\_\_\_\_**  
Name of Employee

\_\_\_\_\_  
Department / Unit

Dear Sir and Madam:

The Annual Holy Convocation of the Beth-El Churches of Christ, Inc., of which the above-named employee is affiliated, will convene Wednesday, October 19, 2011 through Saturday, October 22, 2011 in Baltimore, Maryland. As this is our annual Holy Week, each member is expected to attend every session.

This letter is to request that the aforementioned employee be excused from work during the week of October 18<sup>th</sup>, so that they may attend this sacred, Holy Week of Convocation. I am confident that a schedule and/or arrangements can be agreed upon that will enable their attendance at this meeting.

Thank you in advance for your cooperation. If you wish to verify, or otherwise confirm this request, please feel free to contact me at (410) 355-4027. You may also fax your concerns to my attention at (410) 655-6624.

Sincerely,

**Bishop Bernard N. Bragg**  
Presiding Prelate

BNB:syc