To Whom It May Concern:

I hereby request that _________________ be excused from attendance at work on the dates of November 13-15, 2014 in order to attend a religious program conducted by the International Christian Apostolic Fellowship Church. During November 13-15th, this is our international observance of Holy Convocation which is a religious holiday for our faith and our church, and on these days, the named employee’s religious beliefs require attendance at a religious convocation in observance of their faith and their God. I am requesting that you grant this employee time off to observe this religious holiday because our faith prohibits us from working on these days. I appreciate the named employee’s excused release from attendance for participation in this religious holiday, which we deem to be important to their growth and development as a person, requested under Title VII of the Bill of Rights Act of 1954. Thank you for your cooperation and consideration.

Sincerely,

Dr. William L. Harris, IV
Presiding Bishop
International Christian Apostolic Fellowship