



*The International Christian Apostolic Fellowship • 3107 Crums Lane • Louisville, Kentucky 40216*

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 13-15<sup>th</sup>, 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,

*William L. Harris IV*

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