

To Whom It May Concern:

We are requesting a deadline waiver for filing a Schools/Libraries form 474. We filed the form on September 11, 2017, well within the filing deadline...but used an invalid 471 number. Shortly after the initial filing, I experienced an unscheduled medical leave from work. The USAC notice that we had submitted invalid information went unnoticed during my absence. Upon my return the issue was discovered and we filed another 474 form containing the correct information. Of course, this amended filing was rejected due to missing the filing deadline.

We are requesting a deadline waiver on filing this due to the unusual circumstances surrounding this filing. In the 14 years of my employment, we have not been late in filing. Please consider this request.

If you need any other information or have questions please contact me at the number below. Thanks in advance for your consideration.

Sincerely,
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