



300 Jay Street • Brooklyn, NY 11201

718.260.5500

March 27th, 2014

John Riley
Head Librarian
54-22 Skillman Avenue
Woodside, NY 11377

Dear Mr. Riley,

Recently we have discussed me teaching at Queens Library in Woodside for the adult computer learning course. I was looking forward to this endeavor to help and give back to the community, unfortunately I will not be able to commit to this project.

My current responsibilities as one of the full-time IT staff members at City Tech has become increasingly demanding because our night shift technician is on a leave of absence. This unexpected event has reduced the amount of available time I have throughout the week.

I would like to apologize for any inconvenience and I understand that this is short notice. I would still like to possibly work something out in the future under the right circumstances. If you have any questions or concerns feel free to contact me.

Sincerely,

Richard Matos
Help Desk Technician
IT Department
New York City College of Technology