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https://www.100test.com/kao_ti2020/122/2021_2022__E7_9C_8B_E5_88_AB_E4_BA_BA_E6_c84_122543.htm — . Asking for Leave of Absence
To: Ms. Riddle, an Oral English teacher
From: Sam, a sophomore student in Oral English Class Two
Date: June 18th, 2005
Subject: Asking for Leave of Absence
Dear Ms. Riddle, I ' m Sam, a respectful sophomore student of yours in Oral English Class Two. I wonder if I could be excused for absence from your Oral English class this Wednesday morning. Yesterday evening I got a phone call from my cousin, who is now running a small firm in the suburbs of this city. He needs an interpreter for two days but cannot find the most reliable person, so he wants me to have a try. Personally, I regard this as a golden opportunity to put what I have learned in your class into practice, but I need your permission of absence. If you think I may go and help him get over the difficulty, I am confident that I ' ll do a good job and both of us will be grateful.
Earnestly yours Sam
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