

范文：要求给老师写一份事假便条 PDF转换可能丢失图片或格式，建议阅读原文

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For this part , you are allowed 30 minutes to write a composition entitled Asking for Leave of Absence. You should write at least 120 words according to the following guidelines : Your name and role : Sam , a sophomore in English Class Two Your Foreign Teachers name : Ms.Riddle Incident : you cannot come to her class for some reason Task : write her a note , asking for leave of absence [参考范文]

Asking for Leave of Absence To : Ms.Riddle , my dear Oral English teacher From : Sam , a respectful sophomore student of yours in Oral English Class Two Date : January 8 , 2005 Subject : Asking for Leave of Absence Dear Ms.Riddle , I would like to know if I could ask for a casual leave of 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 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 grateful.

Earnestly yours , Sam 100Test 下载频道开通 , 各类考试题目直接下载。详细请访问 www.100test.com