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https://www.100test.com/kao_ti2020/150/2021_2022_BEC_E5_95_86_E5_8A_A1_E8_c85_150513.htm To: William Smith,

Supervisor From: George Zhang, Accounting Department Date:

March 21, 20-Subject: Casual Leave of Absence William, I would like

to know if I could ask for a casual leave of absence from March 23 to

27. Yesterday I received a letter from my parents, who are both over

70, telling me that a big flood took place at my home village, causing

serious damage to my house. As the only son of my parents, I should

of back to assess the situation, and help them to get over these

difficulties. Though I cannot stay at home for too long a time, I

should at least make arrangements for repair work. I believe my

relatives in the village and my neighbors will also come to help.

Financially I have no difficulties. I will call you at 1:30p.m. or you can

call me at any time (3218). 100Test 下载频道开通，各类考试题目

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