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https://www.100test.com/kao_ti2020/150/2021_2022_BEC_E8_80_83_E8_AF_95_E5_c85_150726.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，

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