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https://www.100test.com/kao\_ti2020/151/2021\_2022\_\_E8\_AF\_B7\_ E5\_81\_87\_E6\_9D\_A1\_EF\_c85\_151350.htm 请假条(事假) To : John Smith, Supervisor From: George Chen, Accounting Department Date: March 11, 2001 Subject: Casual Leave of Absence John, 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.来源:www.examda.com 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