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Dear Kitty: I was shocked and distressed to learn of Rob ' s heart attack,and I won ' t rest easy until I learn of his full recovery. Knowing Rob,I suspect that when he surmounts this crisis,he will be champing at the bit to get back to his job here.But you mustn ' t let him.Although his presence will be sorely missed,we ' ll find a way to cover his desk while he is away , perhapsnot nearly as well as he would like,but as best we can.Please insistthat he follow the doctor ' s prescribed routine for convalescence,with no thought for any other responsibility he may feel.We want him back,of course,but not until the doctor says he should return.In the meantime,Rob will remain on full salary and benefits. Kitty,please let me know when it is

permissible for Rob to have visitors.I want to see him.Now,is there anything I can do for you. Affectionately, 10.表示怀念

Dear Mr.Brown, I have just learned with deep regret of the death of your wife and I am writing at once to express our heartfelt sympathy.

There is not much one can say at a time such as this,but those of us at the office who have met Mrs.Brown would like you to know that you have our sincere sympathy in your bereavement.We recall her many kindness.She will be missed by all who knew her. If there is any way in which we can be of any help,either now or later,do please let us know.Yours sincerely ,

11.吊唁函  
Dear Mr.White, We were distressed to read the announcement of Mr.Smith ' s death in this

morning ' s Everyday Daily News,and write immediately to express our deep regret. By his untimely passing the camera industry has lost one of its pioneers. We recall his great kindness and active cooperation with our company in the past.He will long be remembered by all who knew him and who worked with him. On behalf of our company,please extend our deepest pity and hearty condolence to his bereaved family.Yours very sincerely 100Test 下载  
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