

商务英语实战：如何用英文写请假条商务英语考试 PDF转换  
可能丢失图片或格式，建议阅读原文

[https://www.100test.com/kao\\_ti2020/560/2021\\_2022\\_\\_E5\\_95\\_86\\_E](https://www.100test.com/kao_ti2020/560/2021_2022__E5_95_86_E)

5\_8A\_A1\_E8\_8B\_B1\_E8\_c85\_560265.htm 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  
be 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.把商务英语页面加入收藏夹 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](http://www.100test.com)