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https://www.100test.com/kao_ti2020/563/2021_2022_Pets1_E4_B9 _A6_E9_9D_c88_563939.htm 请假条(Request for leave) 请假条常采用书信格式,比较正式,需写明日期、称呼、结尾和请假人的姓名,正文一定要写明请假的原因。如:6th May . 2003 Dear Miss Wang,I'm feeling very sad today and can not come to work . The doctor advised me to stay in bed for a few days . Now I'm writing to ask for sick leave of three days . I'll come back to work as soon as I feel better . Yours truly, Liu Ying 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