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[https://www.100test.com/kao\\_ti2020/645/2021\\_2022\\_\\_E5\\_A4\\_96\\_E9\\_94\\_80\\_E5\\_91\\_98\\_E5\\_c28\\_645464.htm](https://www.100test.com/kao_ti2020/645/2021_2022__E5_A4_96_E9_94_80_E5_91_98_E5_c28_645464.htm)

在现代办公生活中，我们越来越多地会用到英语，用英语发邮件，用英语写记录报告，或者用英语向上司写假条。本期“乘兴走笔”就来跟大家讲讲如何用英语写假条，也就是提前请假的状况下应该怎样写假条。首先，假条的上方还是应该按照半正式的格式写上如下信息：To：假条是递给谁的 From：请假人 Date：写假条的日期（注意不是请假的日期） Subject：写上请假字样假条抬头范例如下：To: Peter Stone, Manager From: Lynn Chen, Financial Department Date: April 2nd, 2004 Subject: Casual Leave of Absence 其次，在您的请假信第一段，应该开门见山但是有礼貌地提出请假。第一段要中心明确，写清您要请假的日期。第一段范例如下：Peter, I would like to know if I could ask for a casual leave of absence for one day on April 4th, this Wednesday. 然后，在假条的第二段，您应该简单明了陈述请假的原因事由。注意叙述清楚明白，并尽可能表示对此带来工作不便的歉意。第二段范例如下：This morning I received a telephone call from my dentist, urging me to come to his practice for immediate treatment of my teeth. I have been experiencing a stinging pain, depriving me of my sleep during the past fortnight. The situation could worsen, should infection occur. Concerning my workload: As Wednesday is not as busy as the other weekdays, I think a one-day leave this Wednesday may be the best solution. I apologize for the inconvenience my absence from work may cause. 接着，在假条的

最后一段，应写上您希望获得准假的句子，或者具体等候答复的时间。最后一段范例如下：Thanks. I will call you at 1:30p.m. or you can call me at any time. 好，把以上几段综合起来，就是一则请假条，看看，是不是很简单？写得成功的请假条，能充分表明您是一个认真负责有条理的人，所以请多多练习吧。 欢迎进入：2010年外销员课程免费试听 点击进入免费体验：百考试题外销员在线考试中心 更多信息请访问：百考试题论坛外销员 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)