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5_8A_A1_E8_8B_B1_E8_c85_645645.htm To : William Smith ,
Supervisor From : George Zhang , Accounting Department Date
: March 21 , 20- Subject : Casual Leave of Absence William , 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 (3218)。相关推荐：#0000ff>商务
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