

商务英语考试高级写作辅导：请事假 PDF转换可能丢失图片或格式，建议阅读原文

https://www.100test.com/kao_ti2020/645/2021_2022__E5_95_86_E5_8A_A1_E8_8B_B1_E8_c85_645860.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>商务英语考试高级写作辅导：调动工作 #0000ff>BEC写作指导：留学推荐信怎么写 #0000ff>BEC商务英语高级写作范文汇总
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