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web feb 8 2023 template 1 requesting assistance from boss email subject request for assistance with task body dear surname i hope this email finds you well i am writing to request your help with specific task for the project title despite my best efforts i ve not been able to issue you re having

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web greeting address the recipient in a formal manner such as dear dr smith or hello ms johnson body content start with an introduction briefly presenting yourself and the reason for your correspondence subsequent paragraphs should offer a detailed explanation of your request always maintain clarity and be concise

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