

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Manager's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally request time off from [start date] to [end date] due to [brief reason, e.g., personal reasons, family commitments, etc.]. I have ensured that my responsibilities are up to date and have arranged for [colleague's name] to handle any urgent matters in my absence. Please let me know if this request can be accommodated. Thank you for considering my request.

Sincerely,
[Your Name]
[Your Job Title]