

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Manager's Name]  
KFC [Store Location]  
[Store Address]  
[City, State, Zip Code]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request time off for the upcoming holiday season.

**\*\*Dates of Absence:\*\*** [Start Date] to [End Date]

**\*\*Total Days Requested:\*\*** [Number of Days]

I will ensure that my responsibilities are covered during my absence and will complete all necessary tasks before my leave. I am happy to assist in training a co-worker or adjusting my schedule to help accommodate this request.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]