

[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 hope this message finds you well. I am writing to formally request permission for [specific request, e.g., "working from home on [specific dates]" or "taking a day off on [date]"].

The reason for this request is [briefly explain the reason]. I assure you that I will ensure all my responsibilities are met and maintain effective communication during this time.

Please let me know if you need any further information or if we can discuss this in person. Thank you for considering my request.

Sincerely,

[Your Name]
[Your Job Title]