

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

Dear [Manager's Name],

I hope this message finds you well. I am writing to request some time off from [start date] to [end date] due to [brief reason if comfortable, e.g., "personal matters", "family commitments", etc.].

I have ensured that my current projects will be up to date before my leave, and I am happy to assist in transitioning any urgent matters to my team during my absence. Please let me know if you would like to discuss this further.

Thank you for considering my request.

Best regards,

[Your Name]  
[Your Job Title]