

[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 time off from [start date] to [end date] due to [brief reason for time off, e.g., personal reasons, medical issues, family matters, etc.]. I have ensured that my current projects are on schedule, and I will take the necessary steps to ensure a smooth transition of my responsibilities during my absence.

I appreciate your understanding and consideration regarding this request. Please let me know if you need any further information or if we can arrange a time to discuss this in more detail.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Job Title]