

[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 some time off from [start date] to [end date] due to [brief reason, e.g., personal matters, family commitments, etc.]. I want to ensure that my responsibilities are covered during my absence, and I will do my best to complete any outstanding tasks before I leave.

Please let me know if my request is feasible. I appreciate your understanding and support.

Thank you!

Best regards,

[Your Name]
[Your Job Title]