

[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 am writing to formally request time off from [start date] to [end date] due to [brief reason, e.g., personal commitments, medical reasons, family matters]. I will ensure that all my responsibilities are managed prior to my absence and will coordinate with my team to cover any urgent tasks during this period.

Please let me know if this request can be accommodated. I appreciate your understanding and support.

Thank you for considering my request.

Sincerely,

[Your Name]  
[Your Job Title]