

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

Dear [Supervisor's Name],

I am writing to formally request time off on [specific date(s)] to attend a parent-teacher conference for my child. The conference is scheduled for [time] at [school name], and it is important for me to be present to discuss my child's progress and address any concerns.

I will ensure that all my responsibilities are managed prior to my absence, and I am happy to assist in arranging coverage for my duties during this time. Please let me know if you require any further information or if we can discuss this in person.

Thank you for your understanding.

Sincerely,

[Your Name]
[Your Job Title]