

[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, e.g., personal reasons, family commitments, etc.].

I have ensured that my current projects and responsibilities are on schedule, and I am happy to assist in planning coverage during my absence to ensure a smooth workflow.

Thank you for considering my request. I look forward to your positive response.

Best regards,

[Your Name]
[Your Job Title]