

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Supervisor's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Supervisor's Name],

I am writing to formally request time off from [start date] to [end date] due to [specific reason, e.g., a family commitment, medical reasons, personal matters].

I have ensured that my current projects are on track and will make arrangements to delegate any urgent tasks to [Colleague's Name] during my absence. I will also be available via email if any critical issues arise. Thank you for considering my request. I look forward to your approval.

Sincerely,

[Your Name]
[Your Job Title]