

[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 work for [number of days] days, beginning on [start date] and ending on [end date]. The reason for my request is [briefly explain reason, e.g., personal matters, family commitment, vacation, etc.].

I have ensured that my responsibilities are covered during my absence and have spoken with [co-worker's name] about managing my duties while I am away. I will ensure that all my current projects are completed or handed off appropriately before my leave.

Please let me know if you need any further information or if there are forms I should complete. I appreciate your understanding and support regarding my time off request.

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

Sincerely,

[Your Name]  
[Your Job Title]