

[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 periodic time off from work due to [brief reason, e.g., personal commitments, health reasons, etc.].

I would like to request time off from [start date] to [end date], during which I will ensure that all my responsibilities are managed beforehand to minimize any disruption. I am committed to providing a smooth transition and will outline a plan for covering my duties during my absence.

Please let me know if we can discuss this further or if additional information is needed. I appreciate your understanding and support. Thank you for considering my request.

Sincerely,
[Your Name]