

[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 unpaid time off from work for [duration/number of days] starting from [start date] to [end date].

The reason for my request is [briefly explain reason, e.g., personal matters, family issues, etc.]. I understand that my absence may require adjustments to our usual workflow, and I will ensure that all my responsibilities are managed prior to my time off.

I appreciate your understanding and consideration of my request. Please let me know if we can discuss this matter further or if you need any additional information.

Thank you for your attention to this request.

Sincerely,

[Your Name]
[Your Job Title]