

[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 work for the opportunity to engage in a volunteering activity that I believe will be both fulfilling and beneficial to our community. I would like to request leave from [start date] to [end date], during which I will be participating in [brief description of the volunteering activity, e.g., "a community clean-up project," "a local shelter program," etc.]. I am excited about this opportunity to give back and represent our company positively in the community.

I will ensure that all my responsibilities are managed before my time off. I am happy to assist in transitioning my workload or briefing any team members to cover my tasks during my absence.

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

Best regards,

[Your Name]
[Your Job Title]