

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

[Recipient's Name]  
[Recipient's Title]  
[Company/Organization Name]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request [specific request, e.g., "time off," "a meeting," "approval for a project"] ahead of time.

The [specific request] is planned for [date or time period], and I would like to ensure that all necessary arrangements are made in advance.

[Briefly explain the reason for your request and any pertinent details.]

I appreciate your consideration and understanding, and I am more than happy to discuss this further if needed. Please let me know if you require any additional information.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title] (if applicable)