

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[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 casual leave from [start date] to [end date] due to [brief reason]. I will ensure that all my responsibilities are managed effectively during my absence.

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

Best regards,

[Your Name]
[Your Job Title]