

[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 am writing to formally request time off for personal matters from [start date] to [end date]. During this period, I will ensure that my responsibilities are managed to minimize any disruption to the team. I will [mention any arrangements you will make, like delegating tasks or preparing in advance].

Thank you for considering my request. Please let me know if you require any further information.

Sincerely,

[Your Name]