

Volunteer Holiday Time-Off Application

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Current Date]

[Recipient's Name]

[Organization's Name]

[Organization's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request time off from my volunteer duties at [Organization's Name] due to holiday commitments. I would like to request leave starting from [Start Date] to [End Date].

During my absence, I am happy to assist in any way I can to ensure a smooth transition and to inform my fellow volunteers about my temporary leave. I trust that the team will manage well during this period.

Thank you for considering my application. I look forward to your understanding and support. Please let me know if you need any further information or if we can discuss this request at your convenience.

Sincerely,

[Your Name]