

# Time-Off Request

Date: [Insert Date]

To: [Supervisor's Name]

Position: [Supervisor's Position]

Agency: [Agency Name]

Address: [Agency Address]

Dear [Supervisor's Name],

I hope this message finds you well. I am writing to formally request time off from work due to [reason for time off, e.g., personal matters, medical appointment, family commitment]. I would like to request leave from [start date] to [end date].

I will ensure that my responsibilities are managed in my absence. [Optional: Provide details about who will cover your duties or how you will prepare.] I will also be available via email or phone for any urgent matters.

Thank you very much for considering my request. I am looking forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]