

# Time-Off Request Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Supervisor's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Supervisor's Name],

I am writing to formally request time off from [start date] to [end date] to participate in a charity event that supports [cause/organization]. This event is particularly important to me as it aims to [brief description of the charity's mission].

I will ensure that all my responsibilities are up to date before my departure, and I will coordinate with my team to cover any urgent matters during my absence.

Your support in granting this request would be greatly appreciated. Thank you for considering my time-off request.

Sincerely,

[Your Name]