

Application for Unpaid Time Off

[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 unpaid time off from [start date] to [end date] in order to participate in a volunteer program. This opportunity is important to me as it allows me to contribute to [briefly explain the cause or organization].

I assure you that I will ensure a smooth transition before my absence and will coordinate with my team to cover any responsibilities during this period. I am committed to minimizing any disruption to our workflow.

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

Sincerely,
[Your Name]