

Volunteering Time Off Request

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

Dear [Recipient's Name],

I am writing to formally request time off to participate in a volunteering opportunity that is scheduled to take place on [insert dates]. This event aligns with my personal values and commitments to community service, and I believe it will provide a meaningful experience.

I would like to request [number of days] days off from [start date] to [end date]. I assure you that I will ensure my responsibilities are managed and my work will be up to date prior to my absence.

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

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]