

Request for Days Off for Community Service

Date: [Insert Date]

To: [Supervisor's Name]

From: [Your Name]

Subject: Request for Days Off for Community Service

Dear [Supervisor's Name],

I am writing to formally request time off from work to participate in a community service project that I am passionate about. I would like to request [insert number of days] days off from [start date] to [end date].

This community service initiative aims to [briefly explain the purpose and impact of the project]. I believe that my involvement not only aligns with my personal values but also enhances the company's commitment to corporate social responsibility.

I assure you that I will complete all my pending tasks and ensure a smooth transition of responsibilities during my absence. I am willing to assist in any way to minimize disruption to our team.

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

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]