

Letter of Submission for Voluntary Service Time Off

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Supervisor's Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Supervisor's Name],

I am writing to formally request time off for voluntary service from [start date] to [end date]. During this time, I will be participating in [brief description of the volunteer work or organization].

I believe that this opportunity will not only allow me to contribute to a valuable cause but also enhance my personal growth and development. I will ensure that all my responsibilities are managed prior to my absence, and I am happy to assist in the transition during my time off.

Thank you for considering my request. I look forward to discussing this further.

Sincerely,

[Your Name]