

To [Supervisor's Name],

I hope this message finds you well. I am writing to formally request leave on [insert date(s)] in observance of [insert religious holiday]. This holiday is significant to me and my family, and participating in the traditions associated with it is very important.

I assure you that I will ensure all my responsibilities are managed in advance and will assist in any necessary arrangements to accommodate my absence during this time.

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

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]