[Your Name]
[Your Address]
[Your Phone Number]
[Your Email Address]

[Date]

[Manager's Name]
[Manager's Title]
[Company Name]

Subject: Religious Leave of Absence Request - [Your Name]

Dear [Manager's Name],

I am writing to formally request a personal leave of absence for religious observance. As a practicing member of [Name of Religion/Faith], I will be observing [Name of Holiday/Religious Event].

I would like to request time off starting on [Start Date] and returning to work on [Return Date].

To ensure my responsibilities are covered during my absence, I plan to [mention specific steps, e.g., complete pending tasks in advance or delegate specific duties to a colleague]. I am happy to discuss how my workload will be managed to ensure a smooth transition.

Thank you for your understanding and for respecting my religious practices. I look forward to your approval regarding this request.

Sincerely,

[Your Signature]

[Your Printed Name]