

[Your Name]
[Your Job Title]
[Date]

To: [Manager's Name or HR Department]
[Company Name]

Subject: Request for Time Off to Vote

Dear [Manager's Name],

I am writing to formally request time off to cast my vote in the upcoming election on [Date of Election].

In accordance with [State Name or Company Policy], I would like to request [Number of Hours] hours of leave to visit my polling station. I plan to take this time at the [Beginning/End] of my shift, arriving at work at [Time] / leaving work at [Time].

I will ensure that all my urgent tasks are completed or covered by a colleague before my absence to ensure there is no disruption to our operations.

Thank you for supporting my civic duty and for your assistance with this request.

Sincerely,

[Your Signature]
[Your Printed Name]