

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

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

Subject: Request for Paid Voting Time Off

Dear [Manager's Name],

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

In accordance with state law and company policy, I would like to request [Number] hours of paid leave. I plan to be away from work during the following time: [Start Time] to [End Time].

I have ensured that my current tasks are up to date and will coordinate with my team to make sure my absence does not disrupt our operations. If you require any specific documentation or proof of voting, please let me know.

Thank you for supporting my civic duty.

Sincerely,

[Your Signature]
[Your Printed Name]