

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

[Manager's Name]
[Company Name]

Dear [Manager's Name],

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

I would like to request [Number] hours of time off. I plan to be away from work during the following period: [Start Time] to [End Time].

I will ensure that all my immediate tasks are completed or handed over before my absence to minimize any disruption to the team. I understand that this time away from work will be unpaid.

Thank you for supporting my civic duty and for considering this request.

Sincerely,

[Your Signature]
[Your Printed Name]