

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

To: [Supervisor's Name]
[Company Name]

Subject: Request for Time Off for Early Voting

Dear [Supervisor's Name],

I am writing to formally request [Number] hours of time off to cast my ballot during the early voting period for the upcoming [Election Name] election.

I would like to request this time on [Date]. I plan to be away from my workstation from [Start Time] to [End Time].

I will ensure that all my urgent tasks are completed or covered by [Colleague's Name, if applicable] before my absence. I am also happy to adjust my schedule earlier or later in the day to make up for the time if necessary.

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

Best regards,

[Your Signature]
[Your Printed Name]