

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

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

Subject: Request for Time Off to Vote - [Election Date]

Dear [Manager's Name],

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

I plan to be away from work during the following time: [Insert Time, e.g., 9:00 AM to 11:00 AM].

I have ensured that my current tasks are up to date, and I will make up any missed hours by [mention plan, e.g., arriving early/staying late] to ensure there is no disruption to the team's workflow.

Please let me know if this request is approved or if we need to adjust the timing to better suit the department's schedule.

Thank you for supporting my civic duty.

Sincerely,

[Your Signature]
[Your Printed Name]