

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

[Manager's Name]  
[Company Name]

Subject: Request for Time Off to Vote

Dear [Manager's Name],

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

As provided by [State/Company Policy], I would like to request [Number] hours of time off to visit the polls. I plan to take this time at the following period:

- Date: [Date]
- Time: From [Start Time] to [End Time]

I have ensured that my current projects are up to date, and I will complete any urgent tasks before my absence 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 needs.

Thank you for supporting my civic duty.

Sincerely,

[Your Signature]  
[Your Printed Name]