

[Your Name]
[Your Employee ID]
[Your Department]

[Date]

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

Subject: Voting Time Off Request - National Election

Dear [Manager's Name],

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

As a registered voter, I would like to exercise my civic duty. I am requesting [Number of hours, e.g., 2 hours] of leave to visit my polling station. I plan to take this time at the [Beginning/End] of my shift, arriving at/leaving work at [Time].

I have ensured that my current tasks are up to date and that my absence will not disrupt the team's operations. If there are specific procedures I need to follow regarding paid or unpaid voting leave according to company policy or state law, please let me know.

Thank you for supporting my participation in the electoral process.

Sincerely,

[Your Signature]
[Your Printed Name]