

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

[Manager's Name]
[Company Name]

Subject: Request for Time Off to Vote - Local Election

Dear [Manager's Name],

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

I would like to request [Number] hours of leave on that day. I plan to be away from my workstation during the following period: [Start Time] to [End Time].

I will ensure that all my urgent tasks are completed or handed over before I leave to ensure there is no disruption to the team's workflow. Please let me know if this request is approved or if you need any further information regarding local voting leave regulations.

Thank you for supporting my civic duty.

Sincerely,

[Your Signature]
[Your Printed Name]