

Date: [Current Date]

To: [Manager's Name]

From: [Your Name]

Subject: Urgent: Time Off Request to Vote

Dear [Manager's Name],

I am writing to formally request a brief period of time off to cast my vote in today's election. Due to unforeseen circumstances, I was unable to vote early or by mail as originally planned.

I would like to request [Number] hours of leave on [Date] between the hours of [Start Time] and [End Time] to visit my polling station.

I have ensured that my current tasks are up to date, and I will make up for any missed time by [staying late / arriving early / working through lunch].

Thank you for supporting my civic duty and for your flexibility on such short notice.

Best regards,

[Your Name]

[Your Job Title]