

To: [HR Manager Name / Department Name]

From: [Your Full Name]

Date: [Current Date]

Subject: Voting Time Off Request - [Election Date]

Dear [HR Contact Name],

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

To ensure I have sufficient time to reach my polling station while minimizing disruption to my work schedule, I would like to request to:

- Arrive [Number] hours late on [Date]
- Leave [Number] hours early on [Date]
- Take a mid-day break from [Start Time] to [End Time]

I have checked my current project deadlines and will ensure that all my urgent tasks are completed or covered by [Colleague's Name] during my absence.

Please let me know if this request is approved or if you need any further information regarding my polling location or scheduled hours.

Thank you for supporting my civic duty.

Sincerely,

[Your Signature]

[Your Job Title]

[Your Employee ID Number]