

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

[Manager's Name]  
[Company Name]

Subject: Religious Holiday Time Off Request - [Holiday Name]

Dear [Manager's Name],

I am writing to formally request time off from work to observe the upcoming religious holiday, [Holiday Name].

I would like to request leave for the following date(s): [Date or Date Range].

To ensure my responsibilities are covered during my absence, I plan to [mention brief plan, e.g., complete pending tasks or hand over projects to a specific colleague] before my leave begins.

Please let me know if this request is approved or if you require any further information regarding my schedule. Thank you for your time and for supporting my religious observances.

Sincerely,

[Your Signature]  
[Your Printed Name]