**Request Letter for time off work template**

Recipient's full address

Your full address  
and contact details

Date (In Full)

Objective (One sentence containing the purpose of the letter)

Dear (Insert full name),

I am writing to request some time off work. I currently work (insert days and hours of timetable.) I would like to request these dates off work (Insert the days/hours)

I am requesting this time of work for the reason of (insert reason)

If necessary I will take the time off as unpaid, or I will work the hours back.

I am happy to discuss these options further at a time that is suitable for you. You can contact me using the contact details above, and I look forward to receiving your response.

Yours sincerely,

(Full name)