

# Time Off Request

1. Proper Noun
2. Company
3. Adjective
4. Number
5. Location
6. Full Name Of A Person
7. Adjective
8. Verb - Present Ends In Ing
9. Verb - Present Ends In Ing
10. Adjective
11. Noun
12. Adjective
13. Adjective
14. Noun
15. Adjective

# Time Off Request

Dear \_\_\_\_\_  
Proper Noun,

I truly enjoy working at \_\_\_\_\_  
Company and trust the dedication I devote day in and day out is apparent. In order to stay \_\_\_\_\_  
Adjective and continue contributing the effort expected, I respectfully request

\_\_\_\_\_ weeks off to fulfill my travel dream of visiting \_\_\_\_\_  
Location with my \_\_\_\_\_  
Full Name of a Person.

If approved, I will be unavailable to answer emails or attend \_\_\_\_\_  
Adjective meetings, but know that the experience will revitalize my passion for \_\_\_\_\_  
Verb - Present ends in ING. While I am \_\_\_\_\_  
Verb - Present ends in ING on the beach, I will be continue to think about the 2015 \_\_\_\_\_  
Adjective \_\_\_\_\_  
Noun and promise to return with \_\_\_\_\_  
Adjective ideas for sharing, and possibly even a \_\_\_\_\_  
Adjective \_\_\_\_\_  
Noun to for the entire office to enjoy.

I know you are a \_\_\_\_\_  
Adjective person yourself, and hope you understand the importance of this request.

Kind regards,

USER NAME

