**Subject: Time Off Request (October 10-14)**

Hi Jennifer,

I hope all is good! I wanted to check if it would be okay for me to take the week of October 10th off (from Monday, October 10th to Friday, October 14th) for my birthday. I’ll make sure everything is in order before I go, and I’m happy to coordinate with the team so nothing falls through the cracks.

Let me know if that works for you!

Thanks,  
Alex Richardson