

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Manager's Name]
[Company's Name]
[Company's Address]
[City, State, ZIP Code]

Dear [Manager's Name],

I am writing to formally request paid time off (PTO) for [number of days] days, from [start date] to [end date]. The reason for this request is [brief explanation of the reason, e.g., personal, medical, family commitment, etc.].

I have ensured that my responsibilities are up-to-date and will work to complete any outstanding tasks before my leave. I am also preparing a plan for coverage during my absence and will share relevant information with [colleague's name or team] to ensure a smooth workflow.

Please let me know if this request can be accommodated or if there are any forms or procedures I should follow. I appreciate your consideration and support.

Thank you for your understanding.

Sincerely,

[Your Name]
[Your Job Title]