

[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) from [start date] to [end date]. The purpose of my leave is [brief explanation, e.g., personal reasons, family visit, etc.].

I have ensured that my current projects and responsibilities are on track and plan to complete any outstanding tasks prior to my leave. I will also be available to assist in the transition of my duties to ensure that operations continue smoothly during my absence.

Thank you for considering my request. I look forward to your approval.

Sincerely,

[Your Name]
[Your Job Title]