

[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 from [start date] to [end date]. The reason for this request is [brief explanation of the reason, e.g., a family vacation, personal matters, medical reasons, etc.].

I have ensured that my current projects are on schedule, and I am happy to assist in any transition of work during my absence to ensure minimal disruption. I will ensure that all my responsibilities are handled prior to my leave and provide support to the team as necessary.

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

Sincerely,

[Your Name]
[Your Job Title]