

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request paid time off (PTO) from [start date] to [end date]. The reason for this request is [brief reason, e.g., personal reasons, family matters, vacation, etc.].

I have ensured that my responsibilities and duties will be managed in my absence. [Optional: Briefly explain how you plan to handle your workload or who will cover your duties.]

I appreciate your consideration of my request and look forward to your response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Job Title]