

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

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request paid time off (PTO) from [start date] to [end date] due to [brief reason for leave, e.g., personal reasons, family obligations, etc.].

I have ensured that my responsibilities will be covered during my absence. [Optional: Briefly describe how you plan to manage your workload, any teammates covering for you, or any important deadlines.]

I appreciate your consideration of my request, and I am happy to discuss it further at your convenience.

Thank you for your understanding.

Sincerely,

[Your Name]
[Your Job Title]