

[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]. The reason for my request is [brief reason, e.g., personal matters, family commitments, vacation, etc.].

I have ensured that my current projects and responsibilities are on track, and I am happy to assist in transitioning my workload to ensure a smooth process during my absence. [Optional: Include mention of a colleague who can cover for you or any preparations you've made.]

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

Best regards,

[Your Name]
[Your Job Title]