

[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] due to [brief reason, e.g., personal matters, family commitment, etc.]. I have ensured that my responsibilities will be managed in my absence and have briefed [Colleague's Name] on the necessary tasks to cover for me during this period.

Please let me know if this request can be accommodated. I appreciate your understanding and support.

Thank you for considering my request.

Sincerely,

[Your Name]  
[Your Job Title]