

[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 a paid time off (PTO) from [start date] to [end date] due to [brief reason, e.g., personal reasons, family obligation, medical reasons]. I have ensured that my responsibilities will be managed in my absence and have [arranged for coverage / provided instructions for ongoing projects].

I will be happy to assist with a smooth transition before my leave and will ensure that all my duties are up-to-date. Please let me know if you require any further information or if there are forms that need to be completed.

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

Sincerely,

[Your Name]  
[Your Job Title]