

[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 hope this message finds you well. I am writing to formally request paid time off for a vacation from [start date] to [end date]. During this time, I will ensure that all my responsibilities are managed and that a smooth workflow is maintained in my absence.

I plan to [briefly mention any preparations you'll make, such as delegating tasks], to ensure that the team is supported while I am away.

I will be available via email for urgent matters.

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

Best regards,

[Your Name]
[Your Position]