

[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 (PTO) due to a family emergency that requires my immediate attention.

I would like to request time off starting on [start date] and returning on [return date]. During my absence, I will ensure that my responsibilities are covered by [colleague's name] and will provide any necessary information to ensure a smooth workflow.

I appreciate your understanding during this challenging time and am happy to discuss further if needed.

Thank you for considering my request.

Sincerely,

[Your Name]  
[Your Job Title]