

[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 (PTO) for personal reasons. I would like to request leave from [start date] to [end date]. I will ensure that all my responsibilities are covered during my absence and will complete any outstanding tasks before my leave begins. Please let me know if there's anything specific you would like me to address before I go.

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

Sincerely,

[Your Name]  
[Your Job Title]