

[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 from [Start Date] to [End Date]. The reason for my request is [brief explanation, e.g., personal matters, family commitment, vacation, etc.].

I have ensured that my current projects will be up-to-date before my absence and have arranged for [Colleague's Name] to cover any urgent matters during this period.

Thank you for considering my request. Please let me know if you need any further information or if you would like to discuss this in person.

Sincerely,

[Your Name]  
[Your Job Title]