

[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) from [start date] to [end date] due to [brief reason, e.g., personal matters, family commitments, vacation, etc.]. I have ensured that my responsibilities will be managed in my absence by [mention any arrangements you've made, e.g., delegating tasks, training a colleague, etc.].

I will do everything possible to ensure a smooth transition and will be available for any urgent matters via [your preferred method of communication, e.g., email, phone].

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

Sincerely,

[Your Name]  
[Your Job Title]