

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Manager's Name]
[Company Name]
[Company 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) for an unplanned absence that occurred on [specific dates]. Due to [brief reason for absence, e.g., a personal emergency, illness], I was unable to report to work.

I understand the importance of notifying you as soon as possible and apologize for any inconvenience my absence may have caused. I am committed to ensuring that my work responsibilities are managed during my absence, and I am available to discuss any arrangements needed.

Thank you for your understanding. I appreciate your consideration of my request and look forward to your response.

Sincerely,

[Your Name]
[Your Job Title]