

[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 approval for Paid Time Off from [Start Date] to [End Date] due to [brief reason, e.g., personal reasons, vacation, family matter].

I have ensured that my current projects are on track and will make arrangements to cover my responsibilities during my absence. I will also be available via email for any urgent matters.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Typed Name]