

[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 from [start date] to [end date] due to [brief reason, e.g., personal reasons, family commitment, etc.]. I have ensured that my responsibilities will be managed during my absence and will assist in transitioning my tasks to ensure a smooth workflow.

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

Sincerely,
[Your Name]