

[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]. The reason for my request is [brief reason, e.g., personal reasons, family commitment, vacation, etc.].

I will ensure that all my responsibilities are managed before my time off and will be available to assist with any necessary transitions. I can be reached via [your contact method] during my absence, if needed.

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

Sincerely,

[Your Name]  
[Your Job Title]