

Request for Paid Time Off Approval

Date: **[Insert Date]**

To: **[Manager's Name]**

From: **[Your Name]**

Subject: Request for Paid Time Off

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 matters, vacation, medical reasons]. During this time, I will ensure that all my responsibilities are managed and that my ongoing projects are up to date before my departure.

I have checked with my team, and I believe my absence will not impact our current projects. I will make sure to cover any urgent matters before my leave. Please let me know if you require any further information or if we can discuss this request at your earliest convenience.

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

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]