

Inquiry Regarding Paid Time Off Policies

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to inquire about the company's Paid Time Off (PTO) policies. I would like to understand the following:

- The accrual rate of PTO hours
- How PTO can be requested and the notice required
- Any limitations on carryover or expiration of PTO
- Policies regarding PTO during holidays or peak periods

Sincerely,

[Your Name]