

[Your Name]
[Your Rank/Position]
[Your Unit/Organization]
[Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Rank/Position]
[Recipient's Unit/Organization]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for Vacation Leave

I hope this message finds you well. I am writing to formally request vacation leave from [start date] to [end date], due to [brief reason for request, e.g., personal reasons, family matters, etc.].

I have ensured that my duties are adequately covered during my absence by [briefly explain how responsibilities will be managed, e.g., delegating tasks to a colleague, completing work ahead of time].

I appreciate your consideration of my request. Please let me know if you require any further information or if there are forms I need to complete.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if submitting a hard copy)]

[Your Printed Name]

[Your Rank/Position]

[Your Unit/Organization]