

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

I will ensure that all my responsibilities are managed before my leave and will be available to assist in the transition process. I plan to [mention any preparations you will make, e.g., delegate tasks, train team members, etc.].

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

Best regards,

[Your Name]  
[Your Position]