

[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 a vacation leave from [start date] to [end date]. I have carefully considered my current assignments and believe that my absence during this period will not disrupt our team's ongoing projects.

I plan to ensure that my responsibilities are managed in my absence. I will [explain how you will handle your duties, such as delegating tasks, completing projects ahead of time, or being available for urgent matters].

I have reviewed our team's schedule and my absence will not coincide with critical deadlines or meetings. I have also briefed [Colleague's Name] about my current projects, and they have agreed to assist in covering any urgent matters that may arise during my leave.

I appreciate your consideration of my request. Please let me know if you need any further information or if we could discuss this in a meeting.

Thank you for your understanding, and I look forward to your approval.

Sincerely,

[Your Name]
[Your Job Title]