

[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 vacation leave from [start date] to [end date]. I have made arrangements to ensure that my responsibilities are covered during my absence, and I will ensure a smooth transition before I leave.

Please let me know if you need any further information or if there are forms I need to complete. Thank you for considering my request.

Sincerely,

[Your Name]  
[Your Job Title]