

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a vacation leave from [start date] to [end date], due to [brief reason, if comfortable sharing]. I would like to ensure that my responsibilities are managed in my absence, and I am happy to assist in transitioning my workload prior to my leave.

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

Thank you very much.

Sincerely,
[Your Name]
[Your Job Title]