

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Manager's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally request vacation leave from [start date] to [end date]. I plan to return to work on [return date].

I have ensured that my current projects are on schedule, and I will complete all necessary tasks before my leave. [Optional: Mention any arrangements made for coverage or a plan for your responsibilities during your absence.]

Please let me know if my request can be accommodated. I appreciate your consideration.

Thank you,

Sincerely,

[Your Name]

[Your Job Title]