

[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 a short vacation leave from [start date] to [end date]. I have ensured that my responsibilities will be managed during my absence, and I am happy to assist in preparing for my leave to ensure a smooth workflow.

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

Sincerely,

[Your Name]
[Your Job Title]