

[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]. During this period, I plan to [briefly explain the purpose, e.g., spend time with family, travel, etc.].

I will ensure that all my responsibilities are managed before my leave and will be available for any urgent matters via email. I have arranged for [colleague's name] to cover my responsibilities during my absence.

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

Sincerely,

[Your Name]
[Your Job Title]