

[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 ensured that all my responsibilities will be managed in my absence, and I am happy to assist in any transition during this period. Thank you for considering my request. I look forward to your approval.

Sincerely,

[Your Name]
[Your Position]