

[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 am planning to take this time off to [brief explanation of reason, e.g., spend time with family, travel, attend a wedding, etc.].

I have ensured that my responsibilities will be managed in my absence.

[Optional: Brief description of how you will prepare for your leave, e.g., delegating tasks, completing projects, etc.]. I will make sure all my duties are up to date before I leave and will coordinate with my team to ensure a smooth workflow.

I appreciate your understanding and consideration of my request. Please let me know if you need any further information or if a meeting is required to discuss my leave.

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Job Title]