

[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 made arrangements to ensure that my responsibilities are managed during my absence and will provide assistance in transitioning any urgent tasks prior to my leave.

Please let me know if you require any further information or if there are forms that I need to complete. I appreciate your consideration of my request and look forward to your approval.

Thank you for your understanding.

Sincerely,

[Your Name]  
[Your Job Title]