

[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 notify you of my request for vacation leave from [start date] to [end date]. I plan to return to work on [return date].

I have ensured that all my current responsibilities are up to date, and I will make arrangements for any necessary handover of duties while I am away.

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

Sincerely,

[Your Name]
[Your Job Title]