

[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 time, I will ensure that all my responsibilities are delegated and that my tasks are up to date before my departure.

I appreciate your consideration of my request and will be happy to discuss any concerns you may have.

Thank you for your understanding.

Sincerely,

[Your Name]
[Your Job Title]