

[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 hope this message finds you well. I am writing to formally request a leave of absence for vacation from [start date] to [end date]. During this time, I plan to [briefly state plans, if desired].

I will ensure that all my responsibilities are managed prior to my leave. [Optional: You can mention how you will handle your workload or who will cover for you.]

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

Best regards,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Job Title]