

[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],

Subject: Vacation Leave Application

I am writing to formally request vacation leave from [start date] to [end date]. I have ensured that my current projects are on schedule and will make arrangements for my responsibilities during my absence.

I appreciate your understanding and support regarding this matter. Please let me know if you require any further information.

Thank you for considering my request.

Sincerely,

[Your Name]  
[Your Job Title]