

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a leave of absence for vacation from
[start date] to [end date].

I have ensured that my current responsibilities will be managed in my
absence, and I am happy to assist with any transition prior to my leave.
I believe that this time away will allow me to return to work rejuvenated
and ready to contribute effectively.

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

Sincerely,

[Your Name]
[Your Position]