

[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: Leave Application for Vacation

I hope this message finds you well. I am writing to formally request leave from my night shift duties from [start date] to [end date] due to a planned vacation.

I have ensured that my responsibilities are up to date and have arranged for [Colleague's Name] to cover my shift during my absence. I will also be reachable via email/phone should any urgent matters arise.

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

Sincerely,

[Your Name]

[Your Job Title]