

[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 Request for Holiday

I am writing to formally request leave from [start date] to [end date] due to [brief reason, e.g., personal reasons, family vacation, etc.]. I plan to return to work on [return date].

I will ensure that all my responsibilities are managed before my leave and will be available to assist with any urgent matters during my absence.

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

Sincerely,

[Your Name]  
[Your Job Title]