

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

Dear [Recipient's Name],

I am writing to formally request permission to take personal travel from [start date] to [end date]. I plan to visit [destination(s)] during this time for [reason for travel, e.g., vacation, family visit, etc.].

I assure you that all my responsibilities will be managed in my absence, and I will ensure a smooth handover of my duties to [Name of colleague or team member] prior to my departure. I will also be available via [email/phone] for any urgent matters that may arise during my time away.

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

Sincerely,

[Your Name]  
[Your Job Title]  
[Your Department]