

[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],

I am writing to formally request time off for vacation from [start date] to [end date]. I have ensured that my responsibilities will be managed in my absence, and I am happy to assist in transitioning my tasks to ensure a smooth workflow while I am away.

Please let me know if this request can be accommodated or if you would like to discuss it further.

Thank you for considering my request.

Sincerely,

[Your Name]
[Your Job Title]