

[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 will ensure that all my responsibilities are managed and that my tasks are up to date before my departure.

Please let me know if this request can be accommodated. Thank you for considering my request.

Sincerely,

[Your Name]
[Your Job Title]