

[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 a vacation leave for two weeks, from [start date] to [end date]. I have ensured that my current projects are on schedule, and I will complete all my responsibilities before my departure.

Please let me know if you need further information or if we can discuss this request at your earliest convenience.

Thank you for considering my request.

Sincerely,

[Your Name]
[Your Job Title]