

[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 hope this message finds you well. I am writing to formally request additional vacation time beyond my standard allocation. I am hoping to take [number of days] off from [start date] to [end date].

The reason for my request is [briefly explain reason, e.g., a family event, personal matters, etc.]. I believe that taking this time off will greatly benefit my well-being and allow me to return to work re-energized and focused.

I have evaluated my current workload and am confident that I can ensure all my responsibilities are managed before my leave. I am happy to assist in transitioning my duties or training a colleague to cover any essential tasks during my absence.

Thank you for considering my request. I am looking forward to your understanding and support. Please let me know if you would like to discuss this further.

Warm regards,

[Your Name]
[Your Job Title]