

[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 holiday leave from [start date] to [end date] due to [reason for leave, if desired].

I have ensured that my responsibilities will be managed during my absence. [Mention any arrangements made for coverage, if applicable].

I appreciate your consideration of my request, and I look forward to your positive response.

Thank you.

Sincerely,

[Your Name]
[Your Position]