

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Vacation Leave Application

I am writing to formally request a vacation leave from [start date] to [end date] due to [brief reason for leave, e.g., personal matters, family obligations, etc.].

During my absence, I will ensure that all my responsibilities are managed and that my tasks are up to date before I leave. I will also [mention any arrangements made, e.g., delegate tasks to a colleague, be available via email].

I hope you will consider my request and grant me this time off. Thank you for your understanding.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Job Title]