

Extended Holiday Vacation Request

Subject: Extended Christmas Holiday Leave Request

Dear [Manager's Name],

I hope this message finds you well. I am writing to request an extended leave period for the Christmas holidays, specifically from [start date] to [end date], which extends beyond our standard holiday schedule.

This extended time off will allow me to visit family members who live overseas, something I only have the opportunity to do once a year. The additional time is necessary to make the long journey worthwhile and to spend meaningful time with relatives I rarely see.

I have planned well in advance to ensure minimal impact on our department:

- All major projects will be completed by [date]
- [Colleague's name] has agreed to cover my responsibilities
- I will complete a comprehensive handover document
- Critical contacts have been notified of my extended absence

I am willing to work additional hours before my departure to ensure all deadlines are met. I understand this request requires advance planning and approval, and I am happy to discuss any concerns you may have.

Thank you for considering this request. I believe this time away will help me return more motivated and productive.

Warm regards,

[Your Name]

[Department]

[Date]

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