

Formal Holiday Application Letter

Subject: Request for Leave

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request leave from [Start Date] to [End Date] due to personal reasons.

I have ensured that my responsibilities will be managed in my absence and have briefed [Colleague's Name] to cover any urgent matters. Please let me know if any additional arrangements are required.

Thank you for your consideration.

Sincerely,

[Your Name]

[Department/Position]

Get more templates here: <https://www.lettersandtemplates.com/letters/holiday-application-letter>