## **Provisional Holiday Request Letter**

Subject: Provisional Leave Request

Dear [Manager's Name],

I am considering taking leave from [Start Date] to [End Date] and would like to request provisional approval for these dates.

Please let me know if this period is suitable or if adjustments are required. I will ensure all necessary preparations are made prior to leave.

Thank you for your time and guidance.

Sincerely,

[Your Name]

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