

Creative holiday request email

Subject: Requesting Some Sunshine Time Off!

Dear [Manager's Name],

It's that time of year again when the beaches are calling my name! I'd love to request leave from [Start Date] to [End Date] for a short holiday.

Don't worry—I've already planned to wrap up my tasks, and [colleague's name] has agreed to handle any urgent issues. I'll return recharged and ready to give my best.

Looking forward to your approval so I can pack my sunglasses!

Warmly,

[Your Name]

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