

Heartfelt holiday leave request

Subject: Request for Personal Time Off

Dear [Manager's Name],

I am writing to request leave from [Start Date] to [End Date] for a family trip that has been long-awaited. This holiday is especially important to me as it allows me to spend time with loved ones after a busy work schedule.

I have coordinated with [colleague's name] to ensure a smooth transition of my responsibilities during this period. I would greatly appreciate your approval so I can make necessary arrangements.

Thank you for your support and understanding.

Sincerely,

[Your Name]

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