

## Polite and appreciative leave cancellation letter

Subject: Request to Cancel Approved Leave

Dear [Manager's Name],

I hope you are well. I am writing to request the cancellation of my leave approved from [Start Date] to [End Date]. I regret any inconvenience this may cause and appreciate your understanding and support.

I look forward to continuing my responsibilities without interruption. Thank you for your consideration.

Warm regards,

[Your Name]

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