

Conditional leave cancellation pending confirmation

Subject: Request to Cancel Leave (Provisional)

Dear [Manager's Name],

I would like to provisionally cancel my leave scheduled from [Start Date] to [End Date]. I am awaiting confirmation on my current work commitments, and I will confirm fully by [Date].

Please note this request and update the records once my confirmation is provided. Thank you for your patience and understanding.

Sincerely,

[Your Name]

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