

Short notice vacation request message

Subject: Short Notice Vacation Request

Hi [Supervisor's Name],

I need to request vacation leave on short notice for [dates] due to [brief reason - unexpected travel opportunity/family situation/personal matter]. I realize this is only [time frame] notice, and I sincerely apologize for the timing.

I have quickly assessed my current workload and have arranged the following:

- [Urgent project] will be handled by [colleague]
- Client meetings have been rescheduled
- All deadlines falling within this period have been addressed

I understand if this request cannot be accommodated due to the short notice, but I wanted to submit it formally in case coverage is possible.

I'm happy to discuss this further and explore alternatives if needed.

Thanks for your understanding,

[Your Name]

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