

Strategic vacation request during busy period

Subject: Vacation Leave Request - Peak Season Planning

Dear [Manager's Name],

I am requesting vacation leave from [start date] to [end date], and I am aware this falls during our peak season. I have given this considerable thought and have developed a detailed plan to minimize any impact on our operations.

My coverage strategy includes:

- [Colleague 1] will handle client presentations (they are already familiar with all accounts)
- [Colleague 2] will manage the [specific project] deadline
- I will work extra hours the two weeks prior to complete all preparatory work
- All stakeholders have been notified and briefed on the temporary arrangement

I understand if this request cannot be approved due to business priorities, but I wanted to submit it formally with a comprehensive plan. I am also open to shortening the duration if that would be more suitable.

The reason for this timing is [specific reason - family wedding/pre-planned group travel/medical appointment].

Thank you for considering my request despite the challenging timing.

Sincerely,

[Your Name]

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