

Formal Vacation Request

Subject: Request for Vacation Leave

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request vacation leave from [start date] to [end date] due to personal reasons.

I have ensured that all my current responsibilities are up to date, and I am coordinating with my team to cover any urgent matters during my absence.

I kindly request your approval for this vacation period and will appreciate a confirmation at your earliest convenience.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Position]

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