

Holiday Leave Application

To,

[Supervisor's Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Date: [Insert Date]

Dear [Supervisor's Name],

I am writing to request advance leave from [start date] to [end date] due to [brief reason, e.g., personal reasons, family commitment, vacation plans]. I would ensure that all my responsibilities are managed and that my work is up to date prior to my leave.

I appreciate your consideration of my request, and I am happy to discuss this further if you need any additional information.

Thank you for understanding.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]