

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Manager's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally request a holiday leave from [start date] to [end date]. I have made sure to complete my current projects and have arranged for my responsibilities to be covered during my absence.

I believe this time off will help me recharge and return to work with renewed energy and focus. I kindly ask for your approval of this leave request.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]
[Your Position]