

# Leave Application for Holiday Travel

Date: [Insert Date]

To,

[Manager's Name]

[Company's Name]

[Company's Address]

Dear [Manager's Name],

I am writing to formally request a leave of absence from [Start Date] to [End Date] due to holiday travel with my family. This trip has been planned for some time, and I would appreciate your understanding and support.

I assure you that I will ensure all my responsibilities are managed before my leave. I will brief my team on my ongoing projects and will be available on email for any urgent queries.

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

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]