

# Request for Holiday Time-Off Approval

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Department]

[Your Company]

Dear [Supervisor's Name],

I am writing to formally request time off for the upcoming holiday period from [Start Date] to [End Date]. I have ensured that my current projects are on track, and I will make arrangements to delegate any urgent tasks during my absence.

Please let me know if you require any further information or if there are forms I need to complete for this request.

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

Sincerely,

[Your Name]

[Your Contact Information]