

# Application for Holiday Leave Approval

Date: [Insert Date]

To,  
[Manager's Name]  
[Company's Name]  
[Company's Address]

Dear [Manager's Name],

I am writing to formally request a holiday leave from [Start Date] to [End Date]. I plan to [briefly explain reason for the leave, e.g. spend time with family, travel, etc.].

I have ensured that my responsibilities will be covered during my absence and have briefed [Colleague's Name] on any urgent matters. I will also make sure to complete all pending tasks before my departure.

I would appreciate your approval of my leave request and look forward to your positive response.

Thank you for your consideration.

Sincerely,  
[Your Name]  
[Your Position]  
[Your Contact Information]