

Subject: Request for Vacation Leave Approval

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request your approval for my vacation leave from [start date] to [end date]. The purpose of this leave is to [briefly explain reason, e.g., spend time with family, travel, etc.].

I have ensured that my responsibilities will be managed in my absence and have briefed [Colleague's Name] about my current projects. I will also ensure that all my tasks are up to date before my departure.

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

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]