

# Vacation Leave Cancellation

[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 cancel my previously approved vacation leave scheduled from [start date] to [end date]. Due to unforeseen changes in my plans, I will no longer be able to take the time off as originally planned.

I apologize for any inconvenience this may cause to the team and the workflow. I appreciate your understanding and support in this matter.

Thank you for your attention to this request.

Sincerely,

[Your Name]