

Vacation Leave Cancellation Request

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Cancellation of Vacation Leave

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request the cancellation of my previously approved vacation leave scheduled from [start date] to [end date], due to unforeseen personal reasons.

I apologize for any inconvenience this may cause and appreciate your understanding in this matter. Please let me know if there are any forms or procedures I need to complete for this cancellation.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]