

Subject: Vacation Leave Cancellation

Date: [Insert Date]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally cancel my planned vacation leave from [Start Date] to [End Date] due to upcoming project deadlines that require my immediate attention.

After careful consideration, I believe that my presence will be crucial during this time to ensure the project stays on track. I appreciate your understanding and support regarding this matter.

Please let me know if there are any formalities I need to complete to finalize this cancellation.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]