

Vacation Leave Cancellation Request

Date: [Insert Date]

To,

[Manager's Name]

[Company's Name]

[Company's Address]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally cancel my previously approved vacation leave scheduled from [original leave start date] to [original leave end date]. Due to unforeseen circumstances, I will not be able to take my leave during this time.

I kindly request the possibility of rescheduling my vacation leave to a later date. I propose the following dates for consideration: [proposed new leave start date] to [proposed new leave end date]. Please let me know if these dates work for our team's schedule.

Thank you for your understanding and support. I look forward to your response.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]