

[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 request a holiday leave from [start date] to [end date]. The purpose of this leave is to [briefly explain the reason, e.g., spend time with family, travel, etc.]. I have ensured that my current projects will be managed in my absence and have arranged for [colleague's name] to cover any urgent matters.

I appreciate your understanding and support regarding this request. Please let me know if you need any further information or if there are forms I need to complete.

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

Sincerely,

[Your Name]