

Holiday Leave Request Letter

[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] for personal reasons. I understand the importance of my responsibilities and will ensure all my tasks are up to date before my leave.

I appreciate your understanding and support in this matter. Please let me know if you require any further information.

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

Sincerely,

[Your Name]