

# Holiday Leave Application

Date: [Insert Date]

To,

[Manager's Name]

[Company's Name]

[Company's Address]

Subject: Application for Holiday Leave

Dear [Manager's Name],

I am writing to formally request leave for the upcoming holiday season from [start date] to [end date]. I have ensured that my duties will be covered during my absence, and I will complete any outstanding projects prior to my leave.

I appreciate your consideration of my request and look forward to your positive response.

Thank you.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]