

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Client's Name]

[Client's Company/Organization]

[Client's Address]

[City, State, Zip Code]

## **Subject: Request for Short-Term Holiday Leave**

Dear [Client's Name],

I hope this message finds you well. I am writing to formally request a short-term holiday leave from [start date] to [end date] due to [brief reason, e.g., personal commitments, family reasons, etc.].

During this period, I will ensure that all ongoing projects are on schedule and will hand over any urgent tasks to [Colleague's Name/Alternate Contact] to maintain continuity of service. I also assure you that I will complete all critical work before my departure.

I appreciate your understanding and support regarding this matter. Please let me know if we can arrange a time to discuss this further.

Thank you for your attention to this request, and I look forward to your favorable response.

Best regards,

[Your Name]