

Your Name
Your Position
Company Name
Company Address
City, State, Zip Code
Email Address
Phone Number
Date

Manager's Name
Manager's Position
Company Name

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request time off for the upcoming holiday season. I would like to request leave starting from [start date] to [end date], returning to work on [return date].

During my absence, I will ensure that all my responsibilities are adequately managed. I am happy to assist in transitioning my workload to ensure that team operations continue smoothly.

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

Sincerely,
[Your Name]