

[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 vacation leave from [start date] to [end date]. I have ensured that my current projects are on schedule and will be delegating my responsibilities to [Colleague's Name] during my absence.

I appreciate your consideration of my request and am happy to discuss this matter further at your convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Position]