

Date: [Insert Date]

To: [Supervisor's Name]

[Company's Name]

[Company's Address]

Dear [Supervisor's Name],

I am writing to formally request leave during the upcoming holiday season from [start date] to [end date]. I have ensured that my current projects are on schedule, and I will complete all my responsibilities before my leave begins.

I have arranged for [Colleague's Name] to cover any critical tasks while I am away, and I will ensure a smooth transition prior to my departure.

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

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]