

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

Manager's Name
Company's Name
Company Address
City, State, Zip Code

Dear [Manager's Name],

I am writing to formally request a personal leave of absence for the purpose of a holiday from [start date] to [end date]. I have ensured that my current workload will be managed in my absence and am more than willing to assist in delegating my responsibilities to ensure a smooth transition during this time.

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

Sincerely,
[Your Name]