

Subject: Request for Vacation Days

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request vacation days from [start date] to [end date]. I have ensured that my current projects are on track and will be completed prior to my leave.

If necessary, I am happy to assist with transitioning my responsibilities or preparing any handover documentation. Please let me know if this request can be accommodated or if further discussion is needed.

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

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]