

Vacation Request Letter

Date: [Insert Date]

To: [Manager's Name]

Subject: Vacation Request for Approval

Dear [Manager's Name],

I am writing to formally request vacation time from [Start Date] to [End Date]. I have ensured that my ongoing projects are on schedule, and I am coordinating with my team to cover my responsibilities during my absence.

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

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]