

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Supervisor's Name]

[Agency Name]

[Agency Address]

[City, State, Zip Code]

Dear [Supervisor's Name],

I am writing to formally request vacation leave from [start date] to [end date]. I have ensured that my current projects will be completed or delegated appropriately during my absence.

I believe this time off will allow me to recharge and return to my position with renewed energy and focus. I am happy to discuss this further and make any necessary arrangements to facilitate this leave.

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

Sincerely,

[Your Name]

[Your Job Title]