

Leave Application for Holiday

To,

The Manager,
[Company Name]
[Company Address]

Date: [Insert Date]

Subject: Application for Holiday Leave

Dear [Manager's Name],

I am writing to formally request a holiday leave from [start date] to [end date] due to my travel plans. I have made arrangements for my workload to be managed in my absence and have informed my teammates about my leave.

I assure you that I will complete all my pending tasks before my departure and will be available for any urgent matters via email.

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

Sincerely,
[Your Name]
[Your Job Title]
[Your Contact Information]