

Subject: Request for Additional Vacation Days

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request the consideration of additional vacation days beyond my current allocation. I appreciate the support and flexibility that the company has provided so far, and I believe that having extra time off would greatly benefit my work-life balance and overall productivity.

As we progress with our current projects and upcoming deadlines, I have reflected on how additional time away could enhance my performance. I would be grateful if we could discuss this request during our next meeting or at a time that is convenient for you.

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

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]