

Letter of Application for Holiday Leave

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally request a holiday leave from [start date] to [end date]. I have ensured that my current responsibilities are managed, and I am committed to preparing my projects for a smooth transition during my absence.

I believe that this time off will allow me to recharge and return to work more focused and productive. I appreciate your understanding and consideration of my request.

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

Sincerely,

[Your Name]