

Dear [Manager's Name],

I hope this message finds you well. I am writing to follow up on my recent request for an extended vacation from [start date] to [end date]. I submitted my request on [submission date], and I wanted to check in to see if there were any updates regarding my time off.

As mentioned in my initial request, this vacation is important to me because [brief reason]. I appreciate your understanding and consideration of my request.

If possible, I would love to discuss this further or provide any additional information needed to assist in the decision-making process.

Thank you for your attention to this matter, and I look forward to hearing from you soon.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]