

Subject: Follow-Up on Holiday Leave Status

Dear [Manager's Name],

I hope this message finds you well. I am writing to follow up on my previous request for holiday leave from [start date] to [end date]. I submitted my request on [submission date] and wanted to check on the status of my application.

If there are any issues or additional information needed from my side, please let me know. I appreciate your attention to this matter and look forward to your reply.

Thank you for your understanding.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]