

Dear [Manager's Name],

I hope this message finds you well. I am writing to follow up on my holiday leave request that I submitted on [date of submission]. I wanted to ensure that my request was received and to see if there have been any updates regarding my time off.

As mentioned in my previous email, I am requesting leave from [start date] to [end date] for [brief reason, if applicable]. I believe this time off will provide me with the opportunity to [brief benefit of leave, if applicable].

Please let me know if there are any issues or if you require any further information from my side. I appreciate your attention to this matter and look forward to your prompt response.

Thank you very much.

Best regards,  
[Your Name]  
[Your Position]  
[Your Contact Information]