

Subject: Follow-Up on Holiday Request

Dear [Manager's Name],

I hope this message finds you well. I am writing to follow up on my recent holiday request submitted on [date of initial request]. As mentioned, I am seeking to take time off from [start date] to [end date].

I want to ensure that this request has been received and to see if there's any further information you need from my side to assist in the decision-making process.

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

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]