

Follow-Up Request for Holiday Time Off

Dear [Manager's Name],

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

I understand that you may have a busy schedule, and I appreciate your attention to this matter. If there are any concerns or if you need any additional information, please let me know.

Thank you for your consideration. I look forward to your response.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]