

# Follow-Up on Urgent Holiday Leave Request

Dear [Manager's Name],

I hope this message finds you well. I am writing to follow up on my recent leave request submitted on [date of initial request] regarding my upcoming holiday from [start date] to [end date].

As mentioned in my previous correspondence, this leave is urgent due to [brief reason, e.g., a family commitment, medical reasons, etc.]. I understand the demands of our current projects, but I would greatly appreciate your consideration of my request at your earliest convenience.

Please let me know if you need any further information or if we can discuss this matter in person.

Thank you for your understanding.

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]