

## Follow-Up on Vacation Days Request

Dear [Manager's Name],

I hope this message finds you well. I am writing to follow up on my request for vacation days submitted on [Date of Original Request]. I understand that you may be busy, but I would appreciate any updates regarding my request.

The proposed dates for my vacation are [Start Date] to [End Date], and I believe this time away would allow me to recharge and return to work with renewed energy. Please let me know if you need any additional information or if we can discuss this further.

Thank you for your attention to my request. I look forward to hearing from you soon.

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]