

Subject: Follow-Up on Holiday Absence Request

Dear [Manager's Name],

I hope this message finds you well. I am writing to follow up on my previous request for holiday leave submitted on [date of original request]. As mentioned, I would like to take leave from [start date] to [end date].

I understand that the team's schedule is important, and I want to ensure my absence will not disrupt our workflow. Please let me know if you require any further information or if we can discuss this at your convenience.

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

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]