

Subject: Follow-Up on Holiday Leave Application

Dear [Manager's Name],

I hope this message finds you well. I am writing to follow up on my holiday leave application submitted on [Submission Date]. I wanted to kindly check if there have been any updates regarding my request for leave from [Start Date] to [End Date].

Your guidance and support in processing this request would be greatly appreciated, as I am eager to make the necessary arrangements for my holiday.

Thank you for your attention to this matter. I look forward to your response.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]