

Subject: Follow-Up on Holiday Request

Dear [Manager's Name],

I hope this message finds you well. I am writing to follow up on my holiday request submitted on [Date of Initial Request] for the period of [Start Date] to [End Date]. I understand you may be busy, but I wanted to ensure that my request has been received and is being considered.

If there are any concerns or if you need any additional information from my side, please let me know. I appreciate your attention to this matter and look forward to your approval.

Thank you for your support!

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]