

Date: [Insert Date]

To,
[Manager's Name]
[Company's Name]
[Company's Address]

Subject: Leave Application for Personal Vacation

Dear [Manager's Name],

I am writing to formally request a leave of absence for personal vacation from [start date] to [end date]. I have made sure that my current projects are on schedule, and I will ensure a smooth transition during my absence.

I would appreciate your consideration of my request. Please let me know if you need any further information or if we can discuss this matter at your convenience.

Thank you for your understanding.

Sincerely,
[Your Name]
[Your Position]
[Your Contact Information]