

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Title]

[University Name]

[University Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request a vacation leave from [start date] to [end date]. As a dedicated educator at [University Name], I believe it is essential for my personal well-being and professional effectiveness to take this time off.

During my absence, I will ensure that all my responsibilities are managed appropriately. I will be available via email for urgent matters and have arranged for [Colleague/Assistant Name] to oversee any immediate issues that may arise in my absence.

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

Sincerely,

[Your Name]

[Your Position]