



Simple Vacation Request Letter

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Manager's Position]

[Department]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Subject: Simple Vacation Request

Dear [Manager's Name],

I am writing to request vacation leave from [Start Date] to [End Date]. I have ensured that all my current projects are on track and have discussed coverage with my team.

Please let me know if you need any further information or if we need to discuss this request in more detail. I appreciate your consideration and hope to hear back from you soon.

Thank you.



Sincerely,

[Your Name]

[Your Position]

[Company Name]