horizontal line

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]**