**horizontal line**

**Simple Vacation Request Email**

**Subject: Vacation Request for [Start Date] to [End Date]**

**Dear [Manager's Name],**

**I hope this email finds you well. I am writing to request time off for a vacation from [Start Date] to [End Date].**

**I have made arrangements with [Colleague's Name] to cover my responsibilities during my absence. All my current tasks are up to date, and I will ensure a smooth transition of duties.**

**Please let me know if this period is convenient or if any adjustments are needed. Thank you for considering my request.**

**Best regards,  
[Your Name]  
[Your Position]  
[Company Name]**