**Vacation Request Letter to Boss**

**horizontal line**

**[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]**

**[Boss's Name]  
[Boss's Position]  
[Department]  
[Company Name]  
[Company Address]  
[City, State, ZIP Code]**

### **Subject: Vacation Request for [Dates]**

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

**I hope this email finds you well. I am writing to formally request time off from work for a vacation. I would like to take a leave of absence from [Start Date] to [End Date].**

**During my absence, I will ensure that all my current tasks and responsibilities are managed effectively. I have already briefed [Colleague's Name] on my ongoing projects and have provided detailed instructions to ensure a smooth workflow. I am confident that my duties will be handled without any disruption.**

**Please let me know if there are any additional steps I need to take or any documentation I need to complete for this request. I am more than willing to discuss this in person if required.**

**Thank you for considering my request. I look forward to your approval.**

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