Subject: Leave application for family vacation

Dear Mr./Mrs. {Recipient’s Name},

I am writing to request your approval for a 10-day leave for my planned vacation. I would like to take my vacation during the summer from {start date} to {end date} to take a cruise trip through the Bahamas with my wife and kids.

I feel incredibly confident that the rest of the team should be able to continue excellent work during my absence.

I look forward to your response and also thank you for your consideration.

Yours sincerely,  
{Your Name}