**A simple leave request email**

Subject: Leave request (October 2nd through October 6th)

Hi Jack,

I’d like to request leave from Monday, October 2nd, through Friday, October 6th because I’ll be taking a family vacation over those days.

While I’m gone, I’ll be reachable by email but not phone. I’ll be making sure that we have coverage in the support queue while I’m gone, and I’ll also be distributing a playbook to my team so it’s clear who owns which issues.

Is this OK?

Thanks,

-Ramit