Subject: Leave Application

Dear Mr./Ms. {Recipient’s Name},

I hope my mail finds you in the best of health.

I am writing this email to request you to grant me a leave of absence from {start date} to {end date}. As this is the summer vacation time for my children, my family and I are taking a vacation to the US. I would like to avail a part of my allotted paid leaves in this regard.

As I will be travelling, my access to internet and phone may be intermittent. However, I will revert to any calls and communications as and when possible. In the meanwhile, my teammate, Mr./Ms. {enter name} has been authorized to take up any pressing matters in terms of my job duties.

I look forward to your approval.

Sincerely,
{Your Name}