Subject: Vacation Leave Application

Dear Mr./Ms. {Recipient’s Name},

Please treat this email as a formal application to request you for a leave of absence for a period of 21 days, starting {start date}. During this time, I will be travelling to visit my family abroad.

As I will be away for quite a while, I have transferred my duties to my associate, Mr./Ms. {enter name}. I have also informed him/her of my emergency contact number, {enter contact number}, in case he/she needs to get in touch with me on an urgent matter related to my deliverables.

I will resume my duties at work on {enter date}.

I look forward to your approval on my request for leave.

Thank you.

Best regards,
{Your Name}