Subject: Vacation Leave Application

Dear Mr./Ms. {Recipient’s Name},

This is to inform you that I am planning to visit my hometown on {date} of this month. I wish to avail 10 days of my paid leaves in this regard.

During this period, {enter name} will be available to take care of any assignment-related queries and emails from the client’s end. I have updated him/her on all the details of the assignment that I am currently deployed on.

I will be available at {enter contact details}, in case you or anyone else, feel the need to get in touch on any matter. I will be back to work on {date} morning.

I would be grateful if you consider my request affirmatively.

Sincerely,  
{Your Name}