Sub:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

This is to bring to your kind attention that me and my family are going on a vacation to \_\_\_\_\_\_\_\_ for \_\_\_\_\_\_\_\_\_\_ days. Therefore, I would like to request you to grant me leaves from \_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_.

In my absence, my responsibilities will be taken care by my team member \_\_\_\_\_\_\_\_\_\_\_\_, who I am sure can manage things effectively and if needed, I am always available on my phone to help him/her.

I will be very grateful to you if you consider my request and process my leave application at the earliest. I will resume my duties on \_\_\_\_\_\_\_\_.

Thanking you,

Yours sincerely,

(\_\_\_\_\_\_\_\_\_\_\_\_\_\_)