

[Mention the name of the sender]

[Mention the address of the sender]

[Mention the contact details]

[Mention the Email address]

[Mention the date]

Subject- holiday request letter to manager

[Mention the name of the recipient]

[Mention the address of the recipient]

[Mention the contact information]

Dear [Mention the name of the recipient],

I'm glad to hear that.

I'm writing to request official leave from the [mention the date]th to the [mention the date]th. During this time, my kids will have [mention the number] weeks off from school for the Diwali holidays, and we've booked a trip to [mention the name] as a family. I would prefer to use my remaining [mention the number] days of paid leave for this year. By [mention the month] [mention the date] st, I hope to return to work and resume my responsibilities.

As we had agreed in person, I want to finish off all of my outstanding work before I take my leave. During the time [mention the time] I will be away, my coworkers will take care of my job duties. They have my phone number [mention the phone number], and if they need me for any work-related consultations, I'll be here.

You might let them know how long your planned trip will be and ask if the timing will work for the business in terms of productivity. They will be able to prepare ahead and make other job arrangements because they will know what to expect.

Please get in touch with me at [mention the phone number] or [mention the email address], my business email, if you have any queries or concerns. I'll do my best to react as quickly as I can.

I appreciate for your time.

Yours Sincerely,

[Mention the of the sender]

[Mention the phone number]

[Signature]