

[Your Name]  
[Your Position]  
[Department]  
[Company Name]  
[Company Address]  
[City, State, ZIP Code]  
[Date]

To,

[Recipient's Name]  
[Recipient's Position]  
[Company Name]  
[Company Address]  
[City, State, ZIP Code]

Subject: Formal Vacation Leave Request

Dear [Recipient's Name],

I am writing to formally request vacation leave from [Start Date] to [End Date]. I have ensured that all my responsibilities will be covered during my absence and have coordinated with my colleagues to ensure a smooth workflow.

Please let me know if you require any additional information or adjustments regarding my leave request. I appreciate your consideration and look forward to your approval.

Sincerely,

[Your Name]