Request Letter for Vacation Leave for Travel Abroad

From,

[Name]

[Address]

[Date]

To,  
The Chief Executive Officer

[Name of the Company]

[Company’s Address]

Subject: Letter for Vacation Leave for Travel Abroad

Dear Madam,

I am writing this letter to inform you that I will be going on vacation from [dates]. I will be spending my time [explain how the vacation days will be spent in brief while stating the dates].

I have arranged for [name of replacement at your workstation] to cover for me during my absence. In case of any delays, I will communicate with the relevant office.

Thank you for your understanding. I look forward to getting a positive reply from you.

Yours Faithfully,

[Your Sign]

[Your Name]