Sample Letter for Vacation Leave Request

[Your Name]

[Address]

[State, Zip Code]

[Date]

[Supervisor’s Name]

[Title]

[Company]

[Address]

[State, Zip Code]

Re: Request for two weeks’ vacation

Dear Sir/Madam,

I request that my vacation from [departure date] to [ending date of vacation] be approved. I will return back to work on [expected date you'll be back at work]. The reason for this vacation is \_\_\_\_\_.

Explain whether you've completed all the assignments given to you, and, if not, explain how they've been assigned to your co-workers and how they will be handled.

Thank him or her for his time and attention; give him your phone number so that we may communicate more easily.

Sincerely,

Your Signature

[Your Name in Print]