

*Employee's Name
Employee's Address
City, State, Zip Code*

DATE

*Supervisor or HR person's Name
Title
Company's Name
Company's Address
City, State, Zip Code*

Re: Request for one week vacation leave

Dear Sir/Madam,

This letter is a formal request for one week's vacation leave from DATE to DATE. I will be back at work on DATE. My wife and I are planning a vacation for the first time in five years.

All of the projects that I am working on will be completed before the leaving date. I have asked other members of my team to make sure that all of my responsibilities are covered while I'm away, and they have agreed. My team leader has agreed with my vacation request. I have enclosed a letter from her.

If you have any questions or considerations, I can be reached at 555-123-4567 or a Name@email.com. While on vacation, I will be checking my email every day, so I can be reached if it is urgently needed.

Thank you for considering my request. Please let me know if my vacation request has been approved at your earliest convenience, so I can finalize our flight and hotel bookings.

*Sincerely,
Employee's Signature
Employee's Name in Print
List of enclosures*