

## Vacations Leave Request Email to Manager

From,  
Calista Merritt  
Ap 5470 Posuere Ave  
Chickasha LA 58520  
(693) 337-2849

28-12-2011

To,  
Zephania Sanders  
3714 Nascetur St.  
Hawthorne Louisiana 10626

Subject: (-----)

Dear Zephania Sanders,

This letter is a formal notice of my leave application that I will be taking from ---- to -----  
(mention the dates) to attend ----- (mention the reason).

As you can understand my reason to ask for leave during this time of the year is important,  
so I would like you to consider my application and give me permission to go on leave. I  
am assuring you that my work will not be a loss and all the tasks will be completed well in  
time and will also inform the person in my absence to keep a check on all the updates.

I am looking forward to hearing from you soon and would like to thank you for your  
cooperation.

Yours sincerely,  
(Signature)  
Calista Merritt