

Vacation Request Letter

Date

Manager's Name

Manager's Title

Name of Business

RE: Vacation request [Date] – [Date]

Dear [Name of Manager],

This letter explains that you are requesting one week off work to visit your family. We know all of our pending projects will be completed before then, so there's no need for concern about them!

In addition- as long as someone else can take over what little responsibilities remain after this vacation period -they should have an easy time catching up on anything they might've missed while monitoring progress from afar during prior months or years.

This vacation has been planned for a long time, and we would really appreciate if you could take this opportunity to relax and recharge.

Sincerely,

[Your Name]

List of enclosures