

Sample Formal Letter for Leave Application (Vacation Approval)

[Your Name]
[Your Position/Title]
[Department/Team]
[Date]

[Recipient's Name]
[Recipient's Position/Title]
[Company/Organization Name]

Subject: Leave Application for Vacation Approval

Dear [Recipient's Name],

I am writing to formally request leave for vacation from **[Start Date]** to **[End Date]**. I intend to utilize this period to take a break and return refreshed to work.

I have ensured that my responsibilities and pending tasks will be managed during my absence, and I am coordinating with my colleagues to ensure a smooth workflow. I will be available for any urgent matters via email or phone, should the need arise.

I kindly request you to approve my leave application for the mentioned period. Your approval will be greatly appreciated.

Thank you for considering my request.

Sincerely,
[Your Name]