

Planned leave request for vacation

Subject: Day Off Request for Vacation

Dear [Manager's Name],

I am planning to take a day off on [Date] as part of my vacation schedule. I have coordinated with my team to ensure all duties are covered during my absence.

I appreciate your approval for this request.

Sincerely,

[Your Name]

Get more templates here:

<https://www.lettersandtemplates.com/letters/day-off-request-letter-sample>