

Formal Leave Request Letter

Subject: Request for Leave Approval

Dear [Manager's Name],

I am writing to formally request approval for leave from [start date] to [end date] due to personal reasons. I have ensured that all my ongoing projects are up to date and have delegated my responsibilities to [colleague's name] during my absence.

I would be grateful if you could approve this leave at your earliest convenience. Please let me know if any additional information is required.

Thank you for your consideration.

Sincerely,

[Your Name]

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