

## VACATION LEAVE REQUEST LETTER

[DATE]

Dear [RECIPIENT NAME],

I have been earnestly working for [YOUR COMPANY NAME] for more than [NUMBER] years, during which I have not used more than half of my vacation leave.

[DETAIL]. That being said, I would like to request for a vacation leave starting on [START DATE] to [END DATE]. I have already done all the pending tasks and all the projects that needed to be done by the date.

I am hoping for your kind consideration on the matter.

Regards,

[YOUR SIGNATURE]

[YOUR NAME]

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# Sample Letter Requesting Vacation For School

**G Thomas**



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