**Vacations Leave Request Email to Manager**

From,

Calista Merritt

Ap 5470 Posuere Ave Chickasha LA 58520

(693) 337-2849

28-12-2011

To,

Zephania Sanders 3714 Nascetur St.

Hawthorne Louisiana 10626 Subject: ( )

Dear Zephania Sanders,

This letter is a formal notice of my leave application that I will be taking from ---- to ------

(mention the dates) to attend (mention the reason).

As you can understand my reason to ask for leave during this time of the year is important, so I would like you to consider my application and give me permission to go on leave. I am assuring you that my work will not be a loss and all the tasks will be completed well in time and will also inform the person in my absence to keep a check on all the updates.

I am looking forward to hearing from you soon and would like to thank you for your cooperation.

Yours sincerely, (Signature) Calista Merritt