**Vacation Request Email**

From,

Seth Farley

6216 Denman Avenue

Seattle Utah 81202

(888) 106-8550

14-12-2011

To,

Judith Floyd

361-7936 Feugiat St.

Williston Nevada 58521 Subject: ( )

Dear Judith Floyd,

This mail is a formal notice of my leave application.

I would like to inform you about (mention the reason) and want to give on leave from

------- to ------- (dates). I have been working as a (mention job title) with the company

and not have been the one to go on frequent leaves.

So, this is something I have been waiting for and hope that you would understand my reason for taking leave at this time of the year. I will ensure that work is completed and attended in my absence. So, I would like you to consider my application and grant me permission for going on leave.

I will be waiting for your response and thank you for the cooperation.

Yours sincerely, (Your Signature) Seth Farley