**VACATION LEAVE APPLICATION**

*Subject: Vacation leave application*

*Dear (Recipient’s Name)*

*This is to request you for your approval for a ten-day leave for my planned trip to Kerela with my family. I have been collecting my leaves for the trip, and I am very excited about the same.*

*I am writing this letter to formally notify you about my leaves from (start date) to (end-date). I will join office from Monday, i.e. on (date).*

*I will update you with the final draft this week and will submit the file to you. You can contact (colleague name) in my absence as she is aware of the same. I can be reached at email id (email address) and phone number (contact number) in case of any queries.*

*I hope you will acknowledge my application and process the same earliest.*

*Thank You*

*Yours Sincerely*

*(Your Name)*