**Vacation Leave Application**

Subject: Family Vacation Leave application

Dear Mr./Mrs. Supervisor/Manager Name,

I am writing this application to request you for approving an 8-day planned leave for vacation. I would like to take a trip to Goa during the winter from [begin date] to [end date] with my wife and kids.

I feel confident that my team members should be able to continue the exceptional work during my absence.

I hope to get back your quick response. Thank you for considering my planned leave application for vacation.

Yours Sincerely,

[Employee Name]