**[Write Name Here] Date: 00/00/0000**

[Designation]

[Address]

[Contact]

**Dear Mr. [Write name here]**

I would like to request your permission to go on vacation from {start date} to {end date}. I have been accumulating vacation time for the past {number} years, and this would be the best time for me.

Please let me know if this will work out for you, and if so, I will make sure I stay in contact via phone and email while I am away. You will be able to reach me at {phone number} and {email address} and I will respond as soon as I am able to.

Thank you in advance!

Sincerely,

**[Write Complete Name Here]**

[Contact]