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Letter Requesting Up to a Week of Vacation

[Your Name, Title]
[Street Address]
[City, State, Zip Code]

[Date]

[Supervisor's Name, Title]
[Company Name]
[Street Address]
[City, State, Zip Code]

[Insert greeting (first name or Mr. or Ms. Last Name):]

Please accept this letter as a formal request for vacation time from [first date of leave] through [last date of leave]. I will make certain that all of my work is current before leaving on vacation, and will work closely with you and the other members of the department to make sure all of my responsibilities are taken care of during my absence.

I greatly appreciate your consideration and assistance with this request. Please let me know if my leave request has been approved at your earliest convenience so that I can finalize travel arrangements.

Regards,

[Sign here]

[Type your name here]

CC: [Name of appropriate HR department representative]