

## Informal Vacation Request Email

From,  
Willow Hunt  
Ap 1887 Lobortis Ave  
Cudahy Ohio 31522  
(492) 467-3131

14-12-2011

To,  
Daniel Bernard  
67 1561 Duis Rd.  
Pomona TN 08609

Subject: (-----)

Dear Daniel Bernard,

Hi! Hope you are doing fine.

I have been waiting for days to write to you about my leave that I will be taking from ----  
to ----- (mention the dates). The reason for going on leave is ----- (mention the reason).  
As you have been working with me from ----- (mention years) and know my work ethics  
quite well, you can be rest assured that work will not be affected in my absence.  
So kindly, consider my application and grant me permission to go on leave and to have some  
fun and relaxation.

Yours sincerely,  
(Your Signature)  
Willow Hunt

