

Vacation Request Email

From,
Seth Farley
6216 Denman Avenue
Seattle Utah 81202
(888) 106-8550

14-12-2011

To,
Judith Floyd
361-7936 Feugiat St.
Williston Nevada 58521

Subject: (-----)

Dear Judith Floyd,

This mail is a formal notice of my leave application.

I would like to inform you about ----- (mention the reason) and want to give on leave from ----- to ----- (dates). I have been working as a ----- (mention job title) with the company and not have been the one to go on frequent leaves.

So, this is something I have been waiting for and hope that you would understand my reason for taking leave at this time of the year. I will ensure that work is completed and attended in my absence. So, I would like you to consider my application and grant me permission for going on leave.

I will be waiting for your response and thank you for the cooperation.

Yours sincerely,
(Your Signature)
Seth Farley

