

# Vacation leave application

Date : 15<sup>th</sup> November 2022,  
Place : Guntur

Subject: Leave application for USA vacation

Dear Mr./Mrs. Koritala Seshagiri Rao,  
General Manager,  
Kanumuri Hospitals,  
D.No 12, Kothapeta, Guntur,  
Andhra Pradesh, PIN 522001.

I am (Priyanka Mandalapu) writing to request your to approval for a 2 month leave for my planned vacation to USA. I would like to take my vacation from 15<sup>th</sup> December 2022 to 15<sup>th</sup> February 2023 to take a USA trip .I will resume my work once i comeback to india.

I feel incredibly confident that the rest of the team should be able to continue excellent work during my absence. During the days of my absence In the case of emergency can be reached at {+91 9121518105}.

I look forward to your response and also thank you for your consideration.

Yours sincerely,  
Mandalapu Priyanka

**Koritala Seshagiri Rao**  
**GENERAL MANAGER**  
**Kanumuri Hospitals Private Limited**  
**15<sup>th</sup> November'2022**