**[](https://www.allbusinesstemplates.com/)Vacation Leave LETTER**

Date: November 11, 2017

To,

ATTN

ADDRESS

POSTAL CODE

COUNTRY

**Subject:**  Vacation Leave letter

Dear Mr./Mrs.,

Hereby, I would like to formally file my vacation leave from <DATE START VACATION LEAVE – DATE END VACATION LEAVE> as I need to go home to our hometown for a family affair.   
  
According to our company records, I still have 5 more leave credits, and I would like to consume some of the remaining.   
  
Rest assured that I will be back on <DAY START WORK AGAIN> and work on my tasks in the company.  
I hope this request would merit your approval.

If you have any questions, please feel free to contact me directly.   
Looking forward to your positive response,

Yours sincerely,

<NAME>

<Signature>

<Formal Name + Title>

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