**Reminder Email**

Respected Sir,

Greetings of the day,

I hope this message finds you well. I recently sent you a leave request for the week of **20th October to 25th October** 2024. I’m hoping to book a holiday with my family. Could you please confirm whether my leave request has been granted?  
  
Once I have your approval, I can book the holiday. Please let me know if you want to discuss my request as soon as possible.  
  
 Best Regards,

Janvi Chandravadiya