

## Reminder Email

➔ Subject Line: Following Up on My Vacation Request

Greeting of the day,  
Dear Boss,

Respected Sir, I hope you are well. I am writing this Email for reminding my vacation request.

We recently chatted about the possibility of me taking some time off next month so I can visit my family for the holidays. I was hoping to get that approved as soon as possible so I can book my flight.

Please let me know if you can approve that request. If there's anything else you need from me in order to proceed, I'd be happy to provide more information.

Thank You So Much!

Best,  
Poojan