To,

The Respected Royal World Management,

**Subject: Request for One month leave from December to January.**

Respected management, my name is Muhammad Shahryar and I am working as a Software developer in your company.

I will complete 1 year in November 2022, Due to consistent overload of work I need a break to fresh restart and improve my performance more. So, I am planning to visit Pakistan and to take one month holiday from December to January, so I can utilize my yearly vacations as per company policy.

Please confirm me so I can book the ticket and give you final dates between the before mentioned months.

I shall remain Thankful to you for this favor.

Date : 2-10-2022 Your Sincerely

Muhammad Shahryar