Subject: Vacation leave application

Dear Mrs vanitha

I hope you are well.

I am writing to make a formal request for leave from 26th June to 30 June .we have panned a family outing to *Coorg*. I have 15days of paid leave for this year and I would like to avail of that now. I plan being back at work to resume my duties by 1st July .I intend to complete all my pending assignments before I go on leave MY colleagues will be handling my job responsibilities during the time I will be away .I will be available for any work consultation if needed

For a question please contact me

My Mobile at 8157327473

I will try to respond as soon as possible.

Thankyou

Sincerely,

Mamatha rani