**Subject: Reminder**

**Hello Matthew,**

**Hey there! Just wanted to send a polite reminder about my leave request for September. I submitted the request on August 21st and still haven't heard back from you.**

**I wanted to have the request approved as soon as possible so that I can start making travel arrangements. If you could let me know at your earliest convenience, that would be much appreciated.**

**Warm regards,**

**Anthony**