

Free Vacation Letter

Letter

[Your Name]
[Your Address]
[City, State, ZIP]
[Email Address]
[Phone Number]

March 20, 2051

[Supervisor's Address]

Dear [Supervisor's Name],

I am writing to formally request time off from my responsibilities at [Company Name] from April 5, 2051, to April 20, 2051. The purpose of this leave is for a long-planned family vacation. We have been planning this vacation for years and it would mean a lot to my family if I could be present and fully engaged during this time.

During my absence, I have planned for [Colleague's Name] to cover any crucial responsibilities or tasks, and they have agreed to this arrangement. I believe their skills and experience make them an excellent choice to handle these tasks during my absence.

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BM King



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