21-04-20XX

Jacob Leo  
Michigan, 7667

**Subject: Leave letter to boss for a family vacation**

Dear Sir,

It hereby informs you that I want to avail of vacation holidays from 01-05-20XX to 15-05-20XX. I must go to Ontario, Canada with my wife. I shall be back on 16-05-20XX. I have been working on this job since 2015 and this is the first time when I am going to avail vacation leave.

Currently, I am working on three projects which are expected to be completed before I will leave. Miss Faiqa and Mr. Abraham have agreed on completing my leftover work in my absence. My team leader has also issued me a recommendation letter which I have enclosed. I assure you to check all the official emails daily and my work will not be affected at all. In case of an emergency, I can be contacted at [Email].

I hope you will give me a positive response regarding my request letter. Please let me know about its outcome so that I could make arrangements for flight tickets and hotel bookings.

Yours sincerely,

Jacob Leo