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| Vacation leave application |

By: [AmbitionBox.com](https://www.ambitionbox.com)

Subject: Leave application for family vacation

Dear Mr. /Mrs. (Recipient’s Name),

I am writing to request your approval for a 10-day leave for my planned vacation. I would like to take my vacation during the summer from (start date) to (end date) to take a cruise trip through the Bahamas with my wife and kids.

I feel incredibly confident that the rest of the team should be able to continue excellent work during my absence.

I look forward to your response and also thank you for your consideration.

Yours sincerely,

Your Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_