

Sample Holiday Request Letter

Request for Holiday

From:

Louis Taylor,

24 B, Browning Street,

Birmingham.

To:

Richmond Smith,

123, Regal Road,

London.

29th September, '08.

Dear Mr. Smith,

This is with reference to the (annual holiday) that I am entitled to. I wish to submit my proposed dates for the holiday for your approval.

I wish to take the holiday from (6th October, '08 to 17th October, '08). I would be available to resume my duties from (19th October, '08) onwards.

I would like to mention that the (project we are working on, is near completion). I shall be able to (finish my part in the project-work) before the proposed date of my holiday.

I look forward to your approval.

Thanking You,

Yours Sincerely,

Signature

(Louis Taylor)