**To: [E-mail Id]**

**Subject: Leave Request For Vacation**

Respected Sir,

I am **[Your Name],**hereby want to inform you that I am going for a vacation with my family to **[Your Destination]** for 8 days **[Time Duration]** that is why I need 9 days work leave. I want this work leave from **[Date]** To **[Date]**. I am departing from here on **[Date]** and arrive on **[Date]**. Because of tiredness, I need 1 day leave on **[Date]**.

I will be very much grateful if you grant me this leave.

Thankfully,

**[Your Name]**

**[Your Designation]**