22-05-20XX

James Anderson  
CEO Michigan Microfinance limited  
City View Tower, Michigan.

Dear Sir,

I, Bradshaw, working as an account assistant in your company, forward my formal request to take my time off for 15 days from 1st of June 20XX to 15th of June 20XX. My family is going to Canada on vacations so that’s why I want to take these days off. We have been planning this trip for the last five years and I am sure that I have enough leave balance to be used for this purpose.

In my absence, my workload will be managed by Mr. Anderson and I have talked with him. He will also handle my clients. I have also completed my paperwork in advance which would be used during my absence.

I hope positive response from your side. Thanking in anticipation.

Regards,

Bradshaw