**Re. Request for Leave from Office due to Family Vacation**

Dear Sir,

It has been five years since I have not gone on a vacation with my family. My work routine only allows me to spend a little bit of time with my family. To spend some time with my family, I plan to quit work for a week and make the most of it by spending it with my wife and kids.

We are going to [name the country/state/city], and I will be on a family vacation from [date] to [date]. Please let me know when you approve my request so I can buy the air tickets on time and make other arrangements. Moreover, for pending assignments, I have requested Mr. [Name], who agrees to fill in my place during my absence. I have also informed my team leader, who approved my request for leave. Please find his letter of approval attached.

During my absence, I will check my emails once a day to keep track of my work progress. Moreover, I will stay in contact with Mr. [Name], who will take care of my responsibilities during this time.

I will be thankful if you do this at your earliest convenience.

Regards

[Name]  
[Position]  
[Department]  
[Signature]