

## Sabine Zange

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to ask for a vacation use these example  
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request hi adrian i am writing to  
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would like to take a honeymoon to the  
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request off the entire working week of  
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these steps to craft a well articulated  
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and your company 1 familiarize yourself  
with the vacation policy before sending  
a letter requesting vacation time  
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from start date to end date during my  
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is completed before i leave and that my  
colleagues have access to any  
necessary files or information  
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line should accurately reflect the point  
of the email directly state that you re  
requesting time off a good subject line  
could just be vacation request dates  
here are a few more examples of good  
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annual leave request dates  
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supervisor s name title company  
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leave application respected sir madam  
with utmost respect i name of  
department of your company i e  
company name hereby write this letter  
to you to request vacation leave for  
number of days

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15th through thursday december 24th  
the reason for this leave request is  
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