lovetoknow
advice women can trust
Logo will not print with document

Dear [Mr./Mrs. Last Name],

I want to let you know how much I appreciate your decision to grant my request for vacation time next month so that I can attend my niece's wedding. I know that my absence comes during a busy time for the company, so I appreciate the fact that you are willing to work with my need for time off for this family occasion. I will ensure that everything is set up for things to go smoothly during my time away. Please know how much I appreciate your willingness to work with me on this request.

Sincerely,

[Your signature]