

Vacation Request Letter to Boss

Gold Star Technologies

Wheelock Jones

26 St. Bird Avenue, Oklahoma

15th November 2016.

Miss. Angelina Goldsmith

CEO

Gold Star Technologies

26 St. Bird Avenue, Oklahoma

Dear (Recipients Name),

I hope my letter finds you in the best of your health. With due respect, I want vacations next month. I did not use my last year's vacations with a view to utilize them this year with my family. As my two daughters have graduated from high school, I promised them last year to spent vacations abroad on their good grades. As not to disappoint them I need your generosity towards me. I am a hardworking and attentive employee. I always come on time and never delayed my work. In emergent needs, I always spend more time in the office after working hours. I am aware of all the company's policies on vacations and I will follow them properly.

Looking forward to your kind response

Sincerely,

Wheelock Jones

Operations manager

Gold Star Technologies