

## GENERAL WRITING TASK 1

**12. Your family is planning a vacation, and you need to inform your employer about your intended leave. Write a letter to your supervisor requesting time off and providing details about your absence.**

Dear [Supervisor's Name],

I hope this message finds you with good health. The purpose of this letter is to formally request that you grant me vacation leave from [start date] to [end date]. In preparation for a trip that my family and I are planned to take around this time period, I would like to make certain that all of the appropriate arrangements are completed in plenty of time.

I have taken it upon myself to ensure that all of my present chores and obligations are up to date, and I will do all in my power to ensure that the transition is as seamless as possible while I am away. As someone who is aware of the significance of planning, I am dedicated to ensuring that the team experiences as little disturbance as possible.

Regarding this request for a leave of absence, I am grateful for your understanding and acceptance. I would appreciate it if you would not hesitate to let me know if there are any extra details or arrangements that are required.

Because of your thoughtfulness, I am grateful.

With best regards, [Your Name]