To:

John Condon

423, Regal Lane

London

1st December, 2009

Dear Mr. John,

This letters is with regards to the annual holidays that I am entitled to for this year 2009.

I would wish to apply for the holidays from 11 to 19th of this month (December) as I need to attend a family function out of town with my family. I will resume back to my work from 20th onwards and will report to office.

I also assure you that I will complete all my due work 2-3 days before my proposed holidays so that it does not hamper the working of the project and other departments. I will also be available on call throughout my holidays in case of emergency and will provide all the needed help.

I will be happy if you approve my holidays and look forward to it.

Thanking You

Yours Sincerely,

Signature

(Tom Louis)