September 9, 2010

Art Will

Project Manager

Full Circle Communications, Inc.

Dear Mr. Will:

I would like to formally file my vacation leave from October 1 – 4, 2010 as I need to go home to our province for a family affair. According to our company records, I still have 6 more leave credits, and I would like to consume some of the remaining.

Rest assured that I will be back on October 5, 2010 and work on my tasks in the company.

I hope this request would merit your approval.

Sincerely yours,

Kate Davis

Writer