

Subject: Request for Travel Leave at The King Company Dear [Supervisor's Name], I hope this email finds you well. I understand the importance of maintaining productivity and ensuring the smooth operation of the company, so I have made arrangements to minimize any disruption to my work during my absence. I have taken into consideration any potential conflicts with important projects or deadlines, and I am confident that my absence will not have a significant impact on the team's progress. I have discussed my upcoming leave with my team members, and they are aware of the tasks and responsibilities that need to be handled in my absence. I have attached a detailed itinerary of my travel plans for your [reference. Sincerely, [Your Name