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[DATE]

[YOUR NAME]

[YOUR ADDRESS]

[EMPLOYER’S NAME]

[EMPLOYER’S ADDRESS]

**Sent by [POST/EMAIL]**

Dear [EMPLOYER’S NAME]

**RE: REQUEST FOR HOLIDAY AND LEAVE RECORD**

I am writing to request a copy of my holiday and leave record.

Please send a copy of these records to my address.

Thank you for your help with this matter.

Yours faithfully,

[YOUR NAME]

[YOUR PHONE NUMBER]