Yvette Ruiz

552 53rd St

Springfield, ILL

3014

December 16, 2022

Harold Venkman

Sales Team Supervisor

Royal Line Solutions

1059 Main Rd

Springfield, ILL

3220

Ruiz - Vacation Request January 10 - 17

Dear Mr. Venkman,

This letter is a formal request for one week's vacation leave from Monday January 10th to Tuesday, January 17th. I will return to the office on Wednesday January 18th.

My current workload will be finished before I leave. My team and manager are aware of this request and have agreed to cover my responsibilities while I am away. Human Resources has cleared this request and you may find a copy of said clearance in your email.

I will be reachable at my work email address ruiz@rls.sales.com, or by phone at 619-32-78. Phone service may be unavailable to me during my leave, but I will be able to check my mail regularly for any questions and concerns.

Thank you for considering my request.

Best wishes,

Yvette Ruiz