**POLITE REMINDER EMAIL TO BOSS**
Subject Line: Leave Request for July

Hi John,

I recently sent you a leave request for the week of 1st July to 7th July 20XX. I’m hoping to book a holiday with my family. Please can you confirm whether my leave request has been granted when you can?

Once I have your approval, I’ll be able to book the holiday. If you would like to discuss my request, please let me know as soon as you can.

Regards,
Anthony