

Subject: Response to Your Request for Time Off

Dear Catherine,

I hope this message finds you well. Thank you for reaching out with your request for time off from May 1st through May 14th. We understand the importance of balancing personal and professional obligations, and we truly appreciate your proactive approach to planning ahead.

After careful evaluation, I regret to inform you that we are unable to approve your request at this time. Due to the increased workload demands and the need to meet certain quotas, we are unable to accommodate your request. We recognize that this may be disappointing, and we sincerely apologize for any inconvenience this may cause.

We value your contributions to the team and want to ensure you have the support you need. If you'd like, we can explore alternative solutions or discuss other dates that might be more feasible. Please feel free to reach out if you'd like to discuss this further or if you need any assistance in planning for future requests.

Thank you for your understanding and continued dedication. We are confident that your ongoing support and dedication will play a quintessential role in helping us achieve our goals together.

Sincerely,

Fiona Fowler

Marketing Coordinator

BlueWave Solutions

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