

Annual Leave Application

Date: [Insert Date]

To,
[Manager's Name]
[Company's Name]
[Company's Address]

Dear [Manager's Name],

I am writing to formally request annual leave from [Start Date] to [End Date] due to [reason, e.g., personal reasons, family obligations, etc.]. I have made arrangements to ensure all my responsibilities are covered during my absence.

Please let me know if you require any further information or if there are forms that I need to complete to process my request. I look forward to your approval.

Thank you for considering my application.

Sincerely,
[Your Name]
[Your Job Title]
[Your Department]
[Your Contact Information]