

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, ZIP Code]

Dear [Manager's Name],

I am writing to formally request annual leave from [start date] to [end date]. I have ensured that my current projects are on schedule and have arranged for [Colleague's Name] to cover my responsibilities during my absence.

Thank you for considering my request. I look forward to your approval.

Sincerely,

[Your Name]