

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request an adjustment to my annual leave dates that were previously scheduled from [original start date] to [original end date]. Due to [brief reason for adjustment], I kindly request to change my leave to [new start date] to [new end date].

I apologize for any inconvenience this may cause and appreciate your understanding. Please let me know if this adjustment is possible or if further discussion is needed.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]