

Letter of Appeal for Annual Leave Denial

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally appeal the denial of my annual leave request submitted on [original request date] for the period of [leave dates]. I understand that there are various factors that are considered when approving leave requests, but I would like to provide some context for my situation.

The reason for my requested leave is [briefly explain reason], which I believe will greatly benefit both my personal well-being and my productivity at work. I regret any inconvenience my absence may cause and am willing to assist in arranging coverage for my responsibilities during my leave.

I respectfully request that you reconsider my appeal based on the information I've provided. I am eager to discuss this matter further at your earliest convenience and am open to exploring alternative arrangements if necessary.

Thank you for your attention to this matter. I look forward to your favorable response.

Sincerely,

[Your Name]