

Annual Leave Approval Request

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Annual Leave Request

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request approval for my annual leave from [Start Date] to [End Date]. During this time, I will ensure that all my responsibilities are managed effectively and that my tasks are delegated appropriately.

Please let me know if you require any additional information or if we can discuss this further. I appreciate your consideration of my request and look forward to your positive response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]