### horizontal line**Annual Leave Request Letter**

[Your Name]  
[Your Job Title]  
[Your Company Name]  
[Address]  
[City, State, ZIP Code]  
[Date]

**To:**[Manager’s Name]  
[Manager’s Job Title]  
[Company Name]  
[Address]  
[City, State, ZIP Code]

**Subject:** Request for Annual Leave

**Dear [Manager’s Name],**

I hope this message finds you well. I am writing to request annual leave from [start date] to [end date] for [reason, if applicable, e.g., personal reasons, family commitments, etc.].

I have ensured that my current tasks are on track and will work on delegating or completing them before my leave begins. I am happy to provide any assistance to ensure a smooth transition.

Please let me know if this period is convenient or if adjustments are needed. Thank you for considering my request.

**Sincerely,**[Your Full Name]