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| Annual Vacation Request Letter |

Subject: Annual Leave Application

Dear Mr. /Ms. {Recipient’s Name},

I write to inform you that I will be traveling with my family for a period of one month, between {start date} and {end date}. Due to the fact that my entire quota of annual leave sanctioned by the company is pending, I request you to adjust my leaves accordingly.

Following my earlier discussion with my team lead, I have requested my colleague, Mr. / Ms. {enter name} to take over my project while I am on leave. I have already handed over all material regarding the project to him/ her, and expect there to be no exigencies in my absence.

Due to the nature of my travel plans, I may not be available to take phone calls. I request you to address any urgent work-related matters to my email address {enter email ID}.

I will be grateful for a positive reply to my leave request.

Thanks and regards,

Your Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_