

Professional Leave Request

Subject: Request for Annual Leave

Dear [Manager's Name],

I am writing to formally request annual leave from [Start Date] to [End Date]. I have ensured that all my pending tasks will be completed or delegated before my leave period.

Please let me know if you require any further information or documentation. I appreciate your consideration and look forward to your approval.

Sincerely,

[Your Name]

[Designation]

[Department]

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