

Formal Request for Long Leave

Subject: Request for Extended Annual Leave

Dear [Manager's Name],

I am requesting annual leave from [Start Date] to [End Date] due to [Reason, e.g., family vacation, personal matters]. I have prepared a detailed handover plan and discussed coverage with my team.

I would appreciate your approval at the earliest convenience to finalize arrangements.

Sincerely,

[Your Name]

[Designation]

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