

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Manager's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally request annual leave from [start date] to [end date]. I have ensured that my current projects will be managed appropriately in my absence, and I will be available to assist with any urgent matters via email if necessary.

Please let me know if my request can be accommodated. I appreciate your consideration.

Thank you.

Sincerely,

[Your Name]
[Your Job Title]