

[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 are on track and will work towards completing all pending tasks before my departure.

During my absence, I will ensure that [Colleague's Name] is informed of any urgent matters, and I can provide them with necessary instructions to cover my responsibilities.

Please let me know if you require any further information or if there are forms I need to complete. Thank you for considering my request.

Sincerely,

[Your Name]  
[Your Job Title]