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[DATE]

[YOUR NAME]

[YOUR ADDRESS]

[EMPLOYER’S NAME]

[EMPLOYER’S ADDRESS]

**Sent by [POST/EMAIL]**

Dear [EMPLOYER’S NAME]

**RE: REQUEST FOR ANNUAL LEAVE IN ADVANCE**

I am writing to ask for annual leave in advance of my entitlements.

I would like to take annual leave on the following dates:

[INSERT DATES ON WHICH YOU WOULD LIKE TO TAKE ANNUAL LEAVE]

I would like to be paid holiday pay while I am off work.

I acknowledge that, if you agree to this request, my leave and holiday entitlements will go into arrears.

Thank you for considering this request. I look forward to your hearing from you.

Yours faithfully,

[YOUR NAME]

[YOUR PHONE NUMBER]