**Annual Leave Application Sample 1**

Subject: Annual Leave Application

Dear Mr./Ms. {Recipient’s Name},

I am writing to inform you that I will be travelling with my family for a period of one month, between {start date} and {end date}.

As my entire quota of annual leave sanctioned by the company is pending, I request you to adjust my leaves accordingly.

As per my prior discussion with my team lead, I have requested my colleague, Mr./ Ms. {enter name} to take over my project while I am on leave. I have already handed over all material regarding the project to him/ her, and expect there to be no exigencies in my absence.

Due to the nature of my travel plans, I may not be available to take phone calls. I request you to address any urgent work-related matters to my email address {enter email ID}.

I will be grateful for a positive reply on my leave request.

Thank and regards,  
{Your Name}