**Annual Leave Application Sample 2**

Subject: Annual Leave Required

Dear Mr./Ms. {Recipient’s Name},

I am writing this letter to inform you that I have decided to participate in an Executive Leadership Program in the coming month of {enter month}. This program will be highly beneficial, both at personal and professional levels.

I request you to allow me a leave of absence for a period of {number of days} days, in lieu of my annual leave allowance. I will be leaving for the program on the {Date} and will resume work on the {Date}.

As I will be unavailable for a significant period of time, I have given the responsibility of overseeing my projects to my assistant, Mr./ Ms. {insert name}. He/ she has frequently worked with me in the past, and is well acquainted with my tasks and duties.

In case of an emergency, I will be available at {contact details}.

I look forward to gaining valuable insights on {enter field/domain} upon the completion of my course and put them in use in our upcoming projects.

I hope you will soon sanction my request for the leave of absence.

Yours sincerely,  
{Your Name}