**Annual Leave Application Sample 3**

Subject: Application for Annual Leave

Dear Mr./Ms. {Recipient’s Name},

I hope you are doing well.

I am writing to inform you that I will be unavailable for a period of {number of days} days between {start date} and {end date}. I urgently need to return to my hometown to sort out certain property-related issues and wish to avail of my annual leave regarding the same.

I will be available on phone at the following number – {enter contact number}. In addition, I have requested my teammate, {enter name} to address any urgent details that may come up in my current assignment. However, since the assignment is in its end stages, I do not foresee any problems occurring while I am not in the office.

I look forward to your acknowledgment of my leave application.

Sincerely,
{Your Name}