**Annual Leave Application Sample 4**

Subject: Annual Leave Application

Dear {Recepient's Name},

I am writing to apply for my annual leave for a period of three weeks from {start date} to {end date}, as I wish to visit my brother and his family in Europe. In addition, I request you to grant me extra leave of five working days from my personal leave allowance, so that I may have an extended leave period of four weeks.

As conveyed to you in person, I will be handing over my job responsibilities to Mr./ Ms. {enter name}. I will also do my best to complete all my urgent deliverables well before the commencement of my leave so that my work does not suffer in my absence.

I understand that my request for long leave is an imposition. However, given my impeccable work record at the company over the past two years, I hope you will consider it favorably.

Thanks and regards,  
{Your name}