**ANNUAL LEAVE APPLICATION**

*Subject: Annual leave application*

*Dear (Recipient’s Name)*

*I am writing this email with reference to my remaining annual leave quota. I am planning to go on a trip to Europe with my family. Thus, I would like to avail my remaining 25 days of annual leave from (Date) to (Date)*

*I have assigned my duties to ( name of a team member) for the current project we are working on. He/She has been working with me and understands the role effectively. Also, I am looking for all the essential inputs required for the project before I leave for the vacation.*

*I request you to consider my leave request. During my absence, I can be reached at my phone number and email id (Email address and contact no).*

*Yours sincerely*

*(Your Name)*