Dear [Mr.] / [Mrs.] [RECIPIENT],

My name is [YOUR\_NAME] and I work as [JOB\_DESCRIPTION] in the [DEPARTMENT]. I would like to request approval to use [X] leave days between [DATE] and [DATE].

As this will be a long absence, I will make sure that I hand over my responsibilities to another employee from our team. I have already received my supervisor’s approval. In case of an emergency, I will be available at [CONTACT DETAILS].

OPTIONAL: According to my leave balance I have [X] leave days left. Therefore, my current request doesn’t exceed my annual leave entitlement.

Please grant me these leave days and let me know if you need additional information.

Sincerely,

[YOUR\_NAME]

[SIGNATURE]

[DATE]