Dear Mr./Ms. [Recipient’s Name],

I write to inform you that I will be traveling with my family for a period of one month, between [start date] and [end date]. Since my entire quota of annual leave sanctioned by the company is pending, I request you to adjust my leaves accordingly.

Following my earlier discussion with my team lead, I have requested my colleague, Mr./ Ms. [enter your colleague name] agreed to take over my assignments while I am on leave. She/he has all the details regarding my tasks and has agreed to back me up during this period.

During the days of my absence from office, I can be reached at [email address].

I will return to the office on [date]. In case I want to resume the work sooner or later than the stated date, I will let you know well in advance. I will be grateful for a positive reply to my leave request.

Thanks and regards,
[Your Name]