**Leave Request Email / Letter**

Dear [Recipient Name]

I would like to inform you that I am planning to take my annual leave from [start date] to [end date]. I have checked with my colleagues to make sure that everyone is available in that period, but further verification from your side would be optimal.

I need to start preparing, so I will be really grateful if you can give me the green light at the earliest. Thank you very much in advance.

Best Regards