**Sample Annual Leave Grant Email: requesting for permission to go on vacation**

Dear [Manager Name],  
  
I would kindly like to ask for your permission and approval for my annual leave application, which I'm planning to take from [vacation start date] till [vacation end date]. I am sorry for the short notice but [my sister waited until the last minute to announce her wedding date].  
  
Thank you very much for your understanding. Looking forward to your positive reply.  
  
Regards