# Annual Leave Request

# Reference: [uniqueReference]

Hello [manager],

I would like to request the following range of dates to take as annual leave.

[startDate] to [endDate].

Totalling [daysRequestedCount] days of my annual leave requirement. \*

**Additional Notes: [additionalNotes].**

Kind Regards

[employee]

\*Days may be adjusted if any additional notes have been added.