# Annual Leave Request

# Reference: 19112019-110639-Dave Lynam

Hello dsakljhasdlkj,

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

25/11/2019 to 29/11/2019.

Totalling 5 days of my annual leave requirement. \*

**Additional Notes: .**

Kind Regards

Dave Lynam

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