24th June 2020

To,

The Manager  
National Taxi,  
Dubai, UAE

**Subject: Cancellation of Annual Leave**

Dear Sir,

I would like to cancel my annual leave, which is approved by company from 25th July 2020. I was hopeful for a nice vacation, but I am unable to go due to COVID-19 Virus and also availability of flights.

Please can I request you to postponed my annual leave for future notice. I will apply for my annual leave once the situation get better.

I apologize for any inconvenience this may have caused and do wish to take my vacation at a later date.

Sincerely,

Muhammad Anwar  
ID No. 3305819