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2. Print and Sign.
3. Make a copy then post the letter.
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*WHEN TO USE THIS LETTER:*Use this letter to ask for annual leave and holiday pay before you are entitled to it or if you have already used your entitlements.Do NOT use this letter to ask for unpaid leave. |

[DATE]

[YOUR NAME]

[YOUR ADDRESS]

[EMPLOYER’S NAME]

[EMPLOYER’S ADDRESS]

**Sent by [POST/EMAIL]**

Dear [EMPLOYER’S NAME]

**RE: REQUEST FOR ANNUAL LEAVE IN ADVANCE**

I am writing to ask for annual leave in advance of my entitlements.

I would like to take annual leave on the following dates:

[INSERT DATES ON WHICH YOU WOULD LIKE TO TAKE ANNUAL LEAVE]

I would like to be paid holiday pay while I am off work.

I acknowledge that, if you agree to this request, my leave and holiday entitlements will go into arrears.

Thank you for considering this request. I look forward to your hearing from you.

Yours faithfully,

[YOUR NAME]

[YOUR PHONE NUMBER]