

Formal leave request for attending own wedding

Subject: Request for Leave for Marriage

Dear [Manager's Name],

I am writing to formally request leave from [start date] to [end date] as I will be getting married during this period. I have ensured that all my current tasks are on track, and I have delegated responsibilities to my colleagues to ensure smooth workflow in my absence.

I kindly request you to approve my leave and allow me this time for my wedding preparations and celebrations.

Thank you for your understanding and support.

Sincerely,

[Your Name]

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