

Request leave to attend a friend or relative's wedding

Subject: Request for Leave to Attend Wedding

Dear [Manager's Name],

I would like to request leave from [start date] to [end date] to attend the wedding of my close friend/relative. I will ensure that all my current assignments are completed or appropriately delegated to my colleagues prior to my leave.

I appreciate your consideration and hope for your approval.

Sincerely,

[Your Name]

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