

Formal Leave Letter for Marriage

Subject: Request for Leave on Account of Marriage

Dear [Manager's Name],

I am writing to formally request leave from [Start Date] to [End Date] on account of my upcoming marriage.

I would be grateful if you could approve this leave so that I can make necessary arrangements and participate in all related ceremonies.

I have ensured that all my current responsibilities will be managed during my absence.

Thank you for your consideration.

Sincerely,

[Your Name]

[Designation]

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