

Provisional Leave Request for Marriage

Subject: Tentative Leave for Marriage Arrangements

Dear [Manager's Name],

I am planning my marriage and would like to request provisional leave from [Start Date] to [End Date].

These dates might require slight adjustments based on final arrangements, but I wanted to inform you early for planning purposes.

I will ensure all my responsibilities are either completed or handed over appropriately.

Thank you for your understanding.

Regards,

[Your Name]

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