

Professional leave request for family event

Subject: Request for Leave for Sister's Marriage

Dear [Manager's Name],

I am writing to formally request leave from [start date] to [end date] on account of my sister's wedding. As this is a significant family event, my presence is essential to assist with the preparations and participate in the ceremonies.

I have ensured that all my responsibilities will be managed during my absence and have briefed [colleague's name] to handle any urgent matters. I kindly request your approval for the mentioned leave period.

Thank you for your consideration.

Sincerely,

[Your Name]

[Designation / Department]

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