

Informal leave request for family occasion

Hi [Manager's Name],

I hope you are doing well. I wanted to request leave from [start date] to [end date] as my sister's wedding is coming up, and I need to be with my family during this special time.

I have ensured that my tasks are up to date and [colleague's name] will cover any urgent issues in my absence. I would really appreciate your approval for this leave.

Thanks a lot!

Best regards,

[Your Name]

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