

Personal and emotional leave request

Dear [Manager's Name],

I am writing to request leave from [start date] to [end date] to attend my sister's wedding. This is an important milestone in my family's life, and I wish to be there to support and celebrate with them.

I have coordinated with my team to ensure smooth workflow during my absence and will be available for any critical issues via email or phone. I sincerely hope for your kind approval.

Warm regards,

[Your Name]

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