

Leave Application for Family Event

To,

The Manager,
[Company Name]

Date: [Insert Date]

Subject: Application for Leave for Family Event

Dear [Manager's Name],

I am writing to formally request a leave of absence for [number of days] starting from [start date] to [end date] due to a family event that I need to attend. This event is significant to my family, and my presence is important.

I assure you that I will complete all my responsibilities and hand over my tasks to [Colleague's Name] in my absence to ensure a smooth workflow.

Thank you for considering my request. I look forward to your positive response.

Sincerely,
[Your Name]
[Your Job Title]
[Your Contact Information]