

# Marriage Leave Application

Date: [Insert Date]

To,  
[Manager's Name]  
[Company's Name]  
[Company's Address]

Dear [Manager's Name],

I am writing to formally request a casual leave of absence for [number of days] days, from [start date] to [end date], due to my marriage ceremony. This is a significant event in my life, and I would greatly appreciate your understanding and support during this time.

I assure you that I will complete any pending work before my leave and will ensure a smooth handover of my responsibilities to [Colleague's Name]. I will also be reachable via phone/email should any urgent issues arise during my absence.

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

Sincerely,  
[Your Name]  
[Your Job Title]  
[Your Department]