

Marriage Leave Application

To,

The Manager,
[Company Name]
[Company Address]

Date: [DD/MM/YYYY]

Subject: Application for Marriage Leave

Dear [Manager's Name],

I am writing to formally request leave for my marriage, which is scheduled to take place on [Wedding Date]. As a contractual worker, I request leave starting from [Start Date] to [End Date], totaling [number of days] days. I assure you that I will complete all my pending tasks and ensure a smooth handover of my responsibilities before my leave.

I hope you will consider my request favorably. Thank you for your understanding.

Sincerely,
[Your Name]
[Your Position]
[Contact Information]