

# Marriage Leave Application

Date: [Insert Date]

To,

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally request leave for my upcoming marriage, which is scheduled to take place on [Date] at [Destination]. As this is a significant event in my life, I would like to request leave from [Start Date] to [End Date].

During this time, I will ensure that my responsibilities are delegated appropriately and that all my work commitments are completed prior to my leave. I am happy to assist in any transition related to my tasks to ensure a smooth workflow in my absence.

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

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]