

Date: [Insert date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

To,

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Subject: Marriage Leave Application

Dear [Manager's Name],

I am writing to formally request a leave of absence due to my upcoming marriage. The ceremony will take place on [insert date], and I would like to take leave from [start date] to [end date] to prepare for this important event and fulfill my wedding commitments.

I assure you that I will complete all my pending work and hand over my responsibilities to [Colleague's Name] for the duration of my leave. I will ensure a smooth transition and be available for any urgent matters via email or phone.

I hope for your kind consideration and approval of my leave request. Thank you for your understanding.

Sincerely,

[Your Name]

[Your Job Title]

[Your Employee ID]