

Leave Application for Marriage

Date: [Insert Date]

To,

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

Dear [Manager's Name],

I am writing to formally request an extended leave of absence from [Start Date] to [End Date] due to my upcoming marriage. This joyous occasion will require my presence and involvement in various ceremonies and related activities.

I have ensured that my responsibilities are managed prior to my leave, and I am happy to assist in facilitating any necessary handovers to ensure a smooth workflow in my absence. My colleagues have kindly agreed to cover for me during this period, so I believe there will be no disruption in the team's productivity.

I kindly request your understanding and support in granting me this leave. I assure you I will resume my duties with renewed energy and commitment upon my return.

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

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