

# 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 leave for my upcoming marriage. The ceremony is scheduled to take place on [Insert Date], and I would like to request leave starting from [Start Date] to [End Date].

I assure you that I will ensure all my responsibilities are managed before my leave, and I will provide a detailed handover to my team to cover any urgent matters in my absence.

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

Sincerely,  
[Your Name]  
[Your Position]  
[Your Employee ID] (if applicable)  
[Your Contact Information]