

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Supervisor's Name
Company Name
Company Address
City, State, Zip Code

Dear [Supervisor's Name],

I am writing to formally request a leave of absence to attend my marriage, which is scheduled for [date of marriage]. I would like to take leave starting from [start date] and returning on [return date]. During my absence, I will ensure that all my responsibilities are up to date and will assist in transitioning my tasks to ensure seamless operations.

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

Sincerely,
[Your Name]