

Date: [Insert Date]

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

Subject: Application for Marriage Leave

Dear [Manager's Name],

I am writing to formally request a leave of absence for my upcoming marriage, which will take place on [Insert Marriage Date]. Due to unforeseen circumstances, I am unable to provide a long notice period; however, I kindly request leave from [Start Date] to [End Date].

I understand the short notice may cause some inconvenience, and I assure you that I will do my best to ensure a smooth transition during my absence. I will hand over my responsibilities and ensure that all urgent matters are taken care of before my leave.

I appreciate your understanding and support during this important time in my life. Please let me know if you require any further information or documentation.

Thank you for considering my request.

Sincerely,  
[Your Name]  
[Your Job Title]  
[Your Department]  
[Your Contact Information]