

Formal Family Function Leave Letter

Subject: Request for Leave to Attend Family Function

Dear [Manager's Name],

I am writing to formally request leave from [start date] to [end date] to attend a family function.

This event is of significant importance to my family, and my presence is necessary.

I have ensured that my current tasks are up to date and have delegated urgent responsibilities to [colleague's name].

I would be grateful for your kind approval of this leave request.

Thank you for your understanding.

Sincerely,

[Your Name]

[Designation]

[Department]

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