

Casual Family Event Leave Email

Subject: Leave Request for Family Function

Hi [Manager's Name],

I hope this message finds you well. I am planning to attend a family function from [start date] to [end date] and would like to request leave for these days.

I will make sure that all my work is managed before I leave and will coordinate with the team for any urgent matters.

Thanks a lot for considering my request.

Best regards,

[Your Name]

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