

Provisional Leave Request for Family Function

Subject: Provisional Leave Request

Dear [Manager's Name],

I would like to request provisional leave from [start date] to [end date] to attend a family function.

The dates might be subject to minor adjustments based on event requirements, and I will confirm final dates as soon as possible.

I assure you that all pending tasks will be handled beforehand, and urgent matters can be managed by [colleague's name].

Thank you for your consideration.

Regards,

[Your Name]

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