

Family Function Leave Email with Personal Touch

Subject: Request for Leave to Attend Family Gathering

Hi [Manager's Name],

I am planning to attend an important family gathering from [start date] to [end date] and would like to request leave for the mentioned period.

This event is very meaningful to my family, and I hope to have your understanding.

I have coordinated with my colleagues to ensure all tasks are managed smoothly during my absence.

Thank you for your kind consideration.

Best,

[Your Name]

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