

Leave Letter For Cousin Marriage

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Employer's Name]

[Company/Organization Name]

[Company/Organization Address]

[City, State, ZIP Code]

Subject: Leave Application for Cousin's Marriage

Dear [Employer's Name],

I hope this letter finds you in good health. I am writing to formally request a leave of absence from work from [Start Date] to [End Date] to attend my cousin's marriage ceremony.

The wedding has been scheduled on [Date], and it holds immense significance for our family. It is a joyous occasion that will bring our family together, and I consider it my responsibility to be present and participate in the celebrations.

I understand the importance of my role at [Company/Organization Name], and I will make sure that my absence does not disrupt the workflow. I am willing to complete any pending tasks or assignments before I leave and provide necessary assistance to my colleagues to ensure a smooth functioning of the department during my absence.

I am confident that my proactive approach to work and my dedication to maintaining high standards will minimize any inconvenience caused by my leave. I will be reachable via email during this period in case of any urgent matters that require my attention.

I kindly request your understanding and approval of my leave application. I assure you that I will

resume work promptly on [Return Date] and catch up on any missed work.

Thank you for considering my request. I am looking forward to your positive response.

Sincerely,

[Your Name]

[Employee ID]

[Signature if submitting a printed copy]