

Professional formal leave request

Subject: Leave Application for Cousin's Wedding

Dear [Manager's Name/Sir/Madam],

I am writing to formally request leave from work to attend my cousin's wedding ceremony. The wedding is scheduled for [Date] in [Location], and I would need to be absent from [Start Date] to [End Date], totaling [Number] working days.

This is a significant family occasion that requires my presence as I will be participating in various traditional ceremonies and rituals. My cousin and I share a close bond, and my attendance is essential for the family celebrations.

I have ensured that all my current projects are up to date, and I have briefed [Colleague's Name] about any urgent matters that may arise during my absence. I will also be available via phone for any critical issues that cannot wait until my return.

I kindly request you to approve my leave application. I will resume work on [Return Date] and ensure a smooth transition back to my regular duties.

Thank you for your understanding and consideration.

Respectfully yours,

[Your Name]

[Your Designation]

[Contact Information]

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