Extended leave for out-of-town wedding

Subject: Extended Leave Application for Cousin's Destination Wedding

Dear [HR Manager/Supervisor],

I am writing to request an extended leave of absence to attend my cousin's destination wedding. The celebration will take place in [Location/Country] from [Date] to [Date], requiring me to be away for [Number] days including travel time.

As this is a destination wedding, I will need additional days for:

- Travel to and from the venue (2 days)
- Pre-wedding ceremonies and preparations (3 days)
- Main wedding ceremony and reception (2 days)
- Post-wedding family gatherings (1 day)

I understand this is a longer absence than usual, but this is a once-in-a-lifetime family celebration. My cousin specifically requested my presence for the traditional ceremonies where family members play important roles.

I have completed all critical assignments and have arranged comprehensive coverage with my team. [Colleague 1] will handle [specific tasks], while [Colleague 2] will manage [other responsibilities]. I have also prepared detailed handover notes for their reference.

I am willing to work additional hours before and after my leave to ensure no work is disrupted. Please let me know if you need any additional information or documentation.

I would be grateful for your approval of this leave request.

Sincerely,

[Your Name]

[Employee ID]

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